

長榮大學學生操行成績考核辦法

Chang Jung Christian University

Regulations Governing the Assessment of Student Conduct

87.11.09 學生事務委員會會議通過
11-09-1998 Approved by the Student Affairs Committee Meeting
91.12.26 學生事務委員會會議修正通過
12-26-2002 Amended and approved by the Students Affairs Committee Meeting
92.04.09 學生事務委員會會議修正通過
04-09-2003 Amended and approved by the Students Affairs Committee Meeting
93.06.17 學生事務委員會會議修正通過
06-17-2004 Amended and approved by the Students Affairs Committee Meeting
103.05.05 102 學年度第 3 次學生事務委員會會議修正通過
05-05-2014 Amended and approved by the 2013 Third Students Affairs Committee Meeting
106.03.16 105 學年度第 2 次學生事務委員會會議修正通過
03-16-2017 Amended and approved by the 2016 Second Student Affairs Committee Meeting

第一條 本校學生操行成績之考核評定依據本辦法行之。

Article I: The assessment of student conduct at the university shall be conducted in accordance with These Regulations.

第二條 (刪除)

Article II: (Removed)

第三條 學生操行等第，分為五等：

Article III: Student conduct shall be assessed at five levels:

一、 九十分以上為優等。

1. A score of 90 marks and higher is Excellent.

二、 八十分以上不滿九十分者為甲等。

2. A score of 80 to 90 marks is Grade A.

三、 七十分以上不滿八十分者為乙等。

3. A score of 70 to 80 marks is Grade B.

四、 六十分以上不滿七十分者為丙等。

4. A score of 60 to 70 marks is Grade C.

五、 不滿六十分者為丁等。

5. A score of lower than 60 marks is Grade D.

評分結果以一百分為滿分，碩博士生不滿七十分、學士生不滿六十分者為不及格，應予勒令退學。

A score of 100 marks is full marks. The passing mark for graduate students at the Master's and Doctoral level of study is 70 while for undergraduate students it is 60. Students who score below the aforementioned marks will be expelled from the university.

第四條 學生操行考核資料來源：

Article IV: Factors considered in the assessment of student conduct

一、 生活輔導紀要：包括生活、禮節、秩序、公勤、服務等之表現。

1. Discipline in daily lives: performance in daily lives, courtesy, keeping order,

attendance, and service.

- 二、 個別談話紀錄。
2. Record of individual interviews.
- 三、 各種課外活動。
3. Performance in extracurricular activities.
- 四、 獎懲紀錄。
4. Record of Rewards and Punishments.

第五條 (刪除)

Article V: (Removed)

第六條 導師對於學生操行成績之加減分權限，最高可給正六分，最低分可給負六分。

Article VI: Tutors are entitled to adjust the score of student conduct by giving an additional six marks or deducting six marks at maximum.

第七條 學生操行成績之評定以八十二分為基本分，再加減導師之評分及學生出席考勤、獎懲分數。即為學生操行總成績。

Article VII: The basic score of student conduct is 82 marks with the adjustment of the tutors, attendance and records of rewards and punishments of the students giving the total score of student conduct.

獎懲加減分標準：

Standard of adjusting the score of student conduct:

- 一、 記大功一次加七·五分，記小功一次加二·五分，記嘉獎一次加一分。
1. Addition of 7.5 marks for each distinction award, 2.5 marks for each merit award, and 1 mark for each citation.
- 二、 記大過一次扣七·五分，記小過一次扣二·五分，記申誡一次扣一分。
2. Deduction of 7.5 marks for each demerit point, 2.5 marks for each black mark, and one mark for each admonition.
- 三、 全學期無曠課、請假(不含公假)、遲到、早退，全勤者加三分。
3. Addition of three marks for no absences, leave taking (excluding official leave), lateness, or leaving early.

第八條 為縝密鑑定學生操行成績等級，應按下列標準，依據各生平日考核記錄適宜評定之：

Article VIII: The following standard shall be duly observed for the careful scoring of student conduct.

The attendance record of students shall also be taken into account:

- 一、 凡有記過一次以上者，其總成績不得列為優等。
1. Students cannot be scored as Excellent with one or more black marks.
- 二、 凡有記大過一次以上者，其總成績不得列為甲等以上。
2. Students cannot be scored as Grade A with one or more demerit points.
- 三、 凡有記大過二次以上者，其總成績不得列為乙等以上。
3. Students cannot be scored as Grade B with two or more demerit points.
- 四、 定期察看之學生，其操行總成績以六十分計算；經學生獎懲委員會通過取消定期

察看後，該學期仍以二大過計算之。

4. The conduct of students under observation shall be scored on the basis of 60 marks. If the Student Reward and Punishment Committee resolved to end the observation of the student, the scoring of student conduct shall still be conducted on the basis of two demerit points.

第九條 學生所受獎懲可相抵，在學期內累積計算，畢業學生操行成績，為各學期操行成績平均後實得之分數。

Article IX: Rewards of the students may be used to offset punishment on a cumulative basis in the same semester. The conduct of graduating students shall be based on the average score of each semester.

第十條 本校教職員對學生平日行為之表現，均可列舉事實，以書面提供擔任考評人員參考。

Article X: Faculty members and staff may act as witnesses to the performance of the students by citing the facts in writing for the reference of the faculty members who are responsible for the assessment of student conduct.

第十一條 各單位應於每學期期末考前將獎懲建議表送生活輔導組辦理。

Article XI: The respective functional units shall forward recommendation sheets on rewards and punishments of students to the Life and Residential Services Section before the final examination of each semester for processing.

第十二條 學生操行成績之評定，配合教務處學期成績作業，於學期結束前一週完成評定作業。

Article XII: The assessment of student conduct shall be conducted in conjunction with the academic scoring of the students with the Office of Academic Affairs. The scoring shall be accomplished one week prior to the end of each semester.

一、(刪除)

1. (Deleted)

二、(刪除)

2. (Deleted)

三、(刪除)

3. (Deleted)

四、(刪除)

4. (Deleted)

學生對操行成績有疑義者，依「長榮大學學則」第三十六條辦理。

Students with queries about the scoring of student conduct may proceed to Article XXXVI of the “Chang Jung Christian University Regulations”.

第十三條 本辦法經學生事務委員會會議通過，陳校長核定後實施，修正時亦同。

Article XIII: These Regulations shall be subject to the resolution of the Student Affairs Committee Meeting and the final approval of the President. The same procedure is applicable to any amendment thereto.