

# 長榮大學學生獎懲辦法

## Chang Jung Christian University Regulations Governing the Reward and Punishment of Students

	97.06.11 校務會議修正通過
06-11-2008	Amended and approved by the University Affairs Meeting
	99.01.06 校務會議修正通過
01-06-2010	Amended and approved by the University Affairs Meeting
	101.05.10 行政會議修正通過
05-10-2012	Amended and approved by the Administrative Affairs Meeting
	101.06.07 校務會議修正通過
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	102.01.09 校務會議修正通過
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	104.01.27 教育部業予備查
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	105.11.10 行政會議修正通過
11-10-2016	Amended and approved by the Administrative Affairs Meeting
	105.12.26 校務會議修正通過
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第一條 本校依據大學法第 32 條相關規定訂定「長榮大學學生獎懲辦法」(以下簡稱本辦法)  
Article I: Chang Jung Christian University instituted the “Chang Jung Christian University Regulations Governing the Reward and Punishment of Students” in accordance with Article 32 of the University Act and applicable legal rules (hereinafter referred to as “The Regulations”).

第二條 本辦法之獎懲項目如下：  
Article II: The content of the reward and punishment under The Regulations are specified below:  
一、獎勵:嘉獎、小功、大功、特別獎勵。  
1. Rewards: citation, merit, distinction, honor;  
二、懲罰:申誡、小過、大過、定期察看、退學、開除學籍。  
2. Punishments: admonition, black mark, demerit, observation, drop out, expulsion.

第三條 凡合於下列標準之一者，得予記嘉獎：  
Article III: Students who have met any of the following criteria shall be cited:  
一、熱心課外活動，足堪嘉許。

1. Enthusiastic in extracurricular activities.
- 二、節儉樸實有事蹟可查。
2. Frugal and simple.
- 三、品行端正足資示範。
3. Personal integrity that can serve as an example.
- 四、拾物不昧有相當價值。
4. Uncovetous of lost items of high value.
- 五、樂於幫助別人並有具體事實。
5. Enthusiastic in helping other people with concrete proof.
- 六、檢舉弊害查明屬實。
6. Reports wrongdoing with proof.
- 七、運動比賽表現體育道德。
7. Morality in sports as demonstrated in the participation of sport games.
- 八、領導同學為團體服務足堪嘉許。
8. Assumes leadership among peers for service of the organization.
- 九、為團體謀福利有事實證明。
9. Works for the benefit of the whole organization with concrete proof.
- 十、乘車時禮讓或扶助老弱婦孺，有事蹟可查。
10. Track record of reserving seats for the elderly or those who need them on public transportation.
- 十一、參與志願服務成績優良促進校譽。
11. Performance with distinction in volunteer service that helps to improve the reputation of the university.
- 十二、其他相當於記嘉獎情事。
12. Any other actions that deserve citation.

第四條 凡合於下列標準之一者，得予記小功：

Article IV: Students who have met any of the following criteria shall be given a merit award.

- 一、代表學校參加校外活動足彰顯校譽。
1. Represents the university in inter-university activities that help to promote the reputation of the university.
- 二、被選為各級幹部負責盡職表現優異。
2. Elected as a representative of the class, department of other function of the university with distinguished performance in performing the duties.
- 三、保護公物使團體利益不受損害。
3. Protection of university property from damage to the interest of the organization.
- 四、愛護學校有顯著之事實。
4. Protection of the university with concrete proof.
- 五、倡導正當課外活動成績優異。
5. Advocacy of extracurricular activities with distinguished performance.
- 六、熱心公益能增進團體利益。
6. Enthusiastic in social charities that can help to improve the interests of the organization.
- 七、對公共清潔或秩序，服務不遺餘力，任勞任怨。
7. Spares no effort in maintaining the public health and order of the university.
- 八、見義勇為保全團體或同學之利益。
8. Acts of gallantry to protect the interests of the organization or schoolmates.
- 九、拾物不昧價值甚大。
9. Uncovetous of lost items of great value.

- 十、扶助同學具有優異表現。
- 10. Distinguished performance in helping other schoolmates.
- 十一、檢舉重大弊害經查明屬實。
- 11. Reports on critical wrongdoing with concrete proof.
- 十二、對特殊事故，偶發事件，處置適當獲致良好結果。
- 12. Responds to emergencies or contingencies positively yielding positive result.
- 十三、參加校內外各項工作特別努力著有績效。
- 13. Participates in other works of the university that demonstrate effort with good results.
- 十四、參加各種正式競賽成績特優。
- 14. Outstanding performance in contests and competitions inside and outside the university.
- 十五、檢舉盜用或共用帳號，架設違反著作產權之非法軟體網站之情事，並違反「長榮大學校園網路違規處理作業要點」經查証屬實。
- 15. Reports on the unauthorized use or sharing of user IDs, in the installation of illegal software website in defiance of copyright, and in the violation of the “Chang Jung Christian University Guidelines for Responding to Illicit Use of the Intranet on Campus” with proof.
- 十六、其他相當於記小功情事。
- 16. Any other actions that deserve merit points.

第五條

Article V:

凡合於下列情事之一者，得予記大功或特別獎勵：

Students who have met any of the following criteria will be given a distinction award or honor award:

- 一、提供特別建議並能率先力行增進校譽。
- 1. Proposal of a special topic action before the others that helps to enhance the reputation of the university.
- 二、愛護學校或同學有特殊表現因而增進校譽。
- 2. Distinguished performance for the protection of the university and schoolmates that helps to enhance the reputation of the university.
- 三、有特殊之義勇行為而獲得優異之成果。
- 3. Distinctive gallantry that yields outstanding results.
- 四、代表學校參加全國性冠軍或國際性重大比賽獲獎。
- 4. Represents the university in national championships or important international games and competitions with awards.
- 五、參加校外各種服務成績特優屬實。
- 5. Outstanding performance in participation in various forms of service outside the university with proof.
- 六、有特殊優良行為堪為全校學生模範。
- 6. Distinguished behaviors that can serve as an example for all students of the university.
- 七、參加校內各項服務，倍極辛勞而卓著成效。
- 7. Participation in various forms of service in the university with hard work that yield outstanding results.
- 八、拾物不昧價值特殊。
- 8. Uncovetous of lost items with special value.
- 九、編著或譯述有價值之作品，有益於國家、社會。
- 9. Compiles or translates valuable works that contribute to the country and the society.
- 十、檢舉任何系統之入侵或破壞者，經查証屬實。
- 10. Reports on any intrusion or sabotage of the system with proof.
- 十一、其他相當於記大功或特別獎勵情事。

11. Any other actions that deserve a distinction award or honor award.  
前項所稱特別獎勵包含獎品、獎金、獎狀、獎牌、榮譽證書、留影、公開表揚等。  
The aforementioned honor award shall include a gift, a reward, a medallion, an award certificate, an honor certificate, a photograph, and an open citation.

第六條 刪除。

Article VI: Removed

第七條 凡合於下列情事之一者，應予記申誡：

Article VII: If any of the following is applicable, the student concerned shall be subject to admonition:

一、不遵守請假規則情節輕微。

1. Failure to take a leave of absence but absent from class and the violation is not serious.

二、違反宿舍管理辦法第十二條情節輕微。

2. Acts in defiance of Article XII of the Regulations Governing the Management of Students Residence and the violation is not serious.

三、未在規定公告位置，張貼文件或海報。

3. Pasting documents or posters in unauthorized locations.

四、擅自撕毀或掩蓋學校核准之文件、海報或公布欄文書。

4. Tearing down or covering up documents, posters, or announcements posted in designated spots approved by the university.

五、點名時，代人應點。

5. Responding to the roll call by proxy.

六、不聽師長召喚或不服指揮勸導情節輕微。

6. Insubordinate to the summons or instruction of the faculty but the offense is not serious.

七、在走廊、教室或寢室內打球。

7. Playing ball in the corridors, classrooms or bedrooms.

八、不當使用公物或設施，致使損害。

8. Improper use of public property or facilities that causes damage.

九、不按規定地點停放車輛。

9. Parking in restricted zones.

**十、違反交通規則，情節輕微。**

**10. A violation of traffic regulations but not a serious one.**

十一、(刪除)

11. (Removed).

十二、擔任幹部失責情節輕微。

12. Minor nonfeasance in the position as a representative of the class, the department, the college, or the university.

十三、參加不正當活動情節輕微。

13. Participation in improper activities but the violation is not serious.

十四、擅自接引外人在校內外活動明顯有礙校園安全。

14. Introduction of unrelated persons to activities on campus or off campus obviously posing a threat to the security of the campus.

十五、將違反著作權多媒體檔案存放於主機，供他人下載。

15. Storage of infringing files in the server of the university for other students to download.

十六、盜用他人電子郵件帳號或帳號提供他人使用而致生不法情形。

16. Use of the e-mail account or user ID of a third party without authorization or acknowledgement that results in illegal activities.

十七、上課時間使用手機，經制止未立即改善。

17. Using mobile phones in class and failure to respond when ordered to stop.

十八、校園性騷擾、性侵害或性霸凌事件經由「性別平等教育委員會」調查屬實，情節輕微。

18. Sexual harassment, sexual abuse or sexual domination on campus that is proven by the “Sexual Equality Education Community” of the university after investigation but the offense is not serious.

十九、其他相當於以上各款情事。

19. Any other behaviors relevant with the aforementioned patterns of behaviors.

第八條 凡合於下列情事之一者，應予記小過：

Article VIII: If any of the following is applicable, the student concerned shall be given a black mark.

一、違反第七條各款規定累犯者經制止未立即改善。

1. Repeated violations of Article VII without immediate action for correction.

二、違反宿舍管理辦法第十二條情節較重。

2. Violation of Article XII of the Regulations Governing the Management of Student Residence and the offense is serious.

三、擾亂團體秩序情節輕微。

3. Causing disturbance to the organization but the violation is not serious.

四、集會、上課或其他團體活動時，故作怪聲、哄笑取鬧。

4. Making strange noise or teasing at the time of school assembly, in class or activities organized by other organizations.

五、欺侮同學或職工情節輕微。

5. Bullying of schoolmates or staff of the university but the offense is not serious.

六、以文字、圖書、網路或電子媒介謾罵、詆毀或公佈他人隱私，張貼不當文字圖片或散播不實言論等行為，經查證屬實。

6. Verbal abuse attacks or disclosing the privacy of a third party in writing, drawings, the Internet or electronic media, posting improper words or pictures or disseminating rumors with proof.

七、(刪除)

7. (Removed).

八、惡意攻訐同學製造糾紛。

8. Malignant attacks on schoolmates so as to stir up disputes.

九、有欺騙行為造成損害。

9. Acts of fraud that cause damage.

十、無故不參加學校重要集會。

10. Absent inform an important assembly of the university without justifiable reason.

十一、進入不正當場所情節輕微。

11. Visits to obscene venues but the offense is not serious.

十二、言語行為有傷風化。

12. Exhibition of obscene behaviors and words with obscene nature.

十三、妨害公共衛生，經查證屬實。

13. Obstruction of public health with proof.

**十四、不遵守交通規則，影響用路人安全或經執勤人員勸阻未改善。**

**14. Violations of traffic regulations that jeopardize road safety for pedestrians or failure to take corrective action at the persuasion of the enforcement staff.**

十五、規避公共服務並影響他人。

15. Avoid public duties with a negative influence on others.

十六、違犯試場規則，情節輕微。

16. Violation of the rules of the examination hall but the offense is not serious.

- 十七、在校外實習或工讀服務不佳有損校譽。
17. Improper behavior at the time of engagement in practical training outside the university or serving as a part-time working student that causes damage to the reputation of the university.
- 十八、師長以口頭或書面一再通知約談，仍不應約。
18. Failure to attend an interview with the faculty upon repeated verbal or written invitations.
- 十九、執行公務不力，經查證屬實。
19. Incompetent in performing duties officially assigned duties with proof.
- 二十、(刪除)
20. (Removed).
- 二一、汽機車未依規定申購並張貼通行證而強行進入校內。
21. Failure to apply for an admission permit for motorcycles or motor vehicles with forceful entry to the university campus.
- 二二、(刪除)。
22. (Removed).
- 二三、違反教育部頒「台灣學術網路管理規範」及侵害網路智慧財產權之行為，經查證屬實。
23. Acts in violation of the “Regulations Governing Academic Network of Taiwan” promulgated by the Ministry of Education and infringement of the intellectual property rights of the Internet with proof.
- 二四、校園性騷擾、性侵害或性霸凌事件經由「性別平等教育委員會」調查屬實，情節較重。
24. Sexual harassment, sexual abuse or sexual domination on campus that is proven by the “Sexual Equality Education Community” of the university after investigation and the offense is serious.
- 二五、違反有關校園各項智慧財產權之行為，情節較重。
25. Material breach of the intellectual property rights of the university.
- 二六、以不當手段，使同學加入或從事直銷等活動。
26. The use of illicit means to make other schoolmates participate or engage in direct marketing activities.
- 二七、違反菸害防制法第十五條規定。
27. Violation of Article XV of the Tobacco Hazards Prevention Act.
- 二八、其他相當於以上各款情事。
28. Any other behaviors relevant with the aforementioned patterns of behaviors.

第九條 凡合於下列情事之一者，應予記大過：

- Article IX: If any of the following is applicable, the student concerned with will be issued a demerit point:
- 一、違反第八條規定，經制止未立即改善。
1. Acts in violation of Article VIII and no immediate action for correction has been taken after being restrained.
- 二、違反宿舍管理辦法第十二條規定，情節重大。
2. Serious violations of Article XII of the Regulations Governing the Management of Students Residence.

- 三、樹立幫派欺侮同學。
3. Organization of gangs for bullying other schoolmates.
- 四、毆打同學或互毆。
4. Assaults on other schoolmates or engagement in mass brawls.
- 五、不聽幹部勸導反予毆辱。
5. Insubordination to the correction of the staff and exhibiting rough behaviors or physical assault against the staff.
- 六、造謠中傷妨害他人名譽。
6. Passing rumors or personal attacks on the reputation of others.
- 七、妨害教職員或同學執行公務。
7. Obstruction of the performance of official duties by faculty, university staff or other schoolmates.
- 八、侮辱教職員經查證屬實。
8. Personal insult to faculty and university staff with proof.
- 九、冒用或偽造文書、證件、印鑑...等。
9. Forgery or counterfeiting of documents, certifications, specimen seals and others.
- 十、不接受教導或懲罰，強詞奪理、企圖狡辯、態度蠻橫。
10. Insubordination to correction or punishment, arrogance, attempts to find excuses, and exhibition of rough behaviors.
- 十一、擾亂校園或賃居所秩序，有損校譽。
11. Arousing disturbance to the tranquility of the campus or the rental premises that cause damage to the reputation of the university.
- 十二、(刪除)
12. (Removed).
- 十三、為他人作不實之證明。
13. Acts of false witness for a third party.
- 十四、煽動群眾擾亂秩序妨害公共安全。
14. Incitation of mob disturbance to jeopardize public order and security on campus.
- 十五、學生參與校內外考試以刻鋼板、帶小抄、交換考卷、電子設備或其他類似行為從事舞弊足以破壞考場秩序及妨礙考試公平。
15. Cheating in internal or external examinations by using engraved steel plates, miniature forms of notes, exchange examination papers, electronic devices or engagement in similar behaviors that cause damage to the order of the examination venue and obstruction of a fair examination.
- 十六、酗酒、賭博或使用禁藥及毒品之情事。
16. Alcoholism, gambling or the use of controlled drugs or hard drugs.
- 十七、竊盜行為情事。
17. Acts of larceny.
- 十八、蓄意破壞公物。
18. Willful vandalism of university property.

十九、挪用公款情事。

19. Embezzlement.

二十、架設違反著作權或非法軟體等網站情事，經查證屬實。

20. Installation of websites infringing against the copyrights of proprietors or use of illegal software with proof.

二一、以本人或他人之帳號對學校之主機系統進行入侵或破壞行動，經查證屬實。

21. Intrusion or sabotage of the mainframe system of the university with their own user ID or the user ID of a third party with proof.

二二、以本人電腦或利用網路之便，蓄意對學校校內或校外之主機進行入侵或破壞行動，經查證屬實。

22. Willful intrusion or sabotage of the mainframe system of the university or outside the university with the convenient use of a personal computer or the Internet with proof.

二三、校園性騷擾、性侵害或性霸凌事件經由「性別平等教育委員會」調查屬實，情節嚴重。

23. Sexual harassment, sexual abuse or sexual domination on campus that is proven by the “Sexual Equality Education Community” of the university after investigation and the offense is critical.

二四、違反有關校園各項智慧財產權相關法令情節嚴重、屢次未改進。

24. Serious repeated violation of the legal rules governing intellectual property rights on campus without corrective action.

二五、代寫學位論文、報告等情形，調查屬實，情節重大。

25. Writing academic papers and reports in the name of and on behalf of a third party with proof and the situation is critical.

二六、其他相當於以上各款情事。

26. Any other behaviors relevant with the aforementioned patterns of behaviors.

第十條 凡合於下列情事之一者，應予以定期察看：

Article X: If any of the following is applicable, the student concerned shall be subject to observation:

一、違反第九條規定經制止未立即改善或情節較重大之事實，經學生獎懲委員會決議。

1. Violation of Article IX without taking immediate action for correction, or the offense is critical enough that the student shall be put under observation at the resolution of the Student Reward and Punishment Committee of the university.

二、（刪除）

2. (Removed).

三、累積大過二次、小過二次，仍違犯校規。

3. Two demerit points and two black marks have been issued but the student concerned still acts in violation of university regulations.

四、（刪除）

4. (Removed).

第十一條 凡合於下列情事之一者，應予退學：

Article XI: If any of the following is applicable, the student concerned shall be dropped-out from the university:

一、定期察看期內再犯記過處分。

1. Repeated offenses punishable by black marks or demerit points in the duration of observation.

二、在校期間規定功過相抵後滿三大過。

2. The student concerned still carries three demerit points after offsetting the rewards and punishments in the duration of study.

三、操行成績未到六十分。

3. Conduct score falls below 60 marks.

四、參加校外不良組織或流氓集團。

4. Joining triad gangs of hooligan organizations outside the university.

五、聚眾要挾者，情節重大。

5. Gang action in criminal confinement and the situation is critical.

六、有集體鬥毆行為，造成重大傷害。

6. Engagement in mass brawls that cause critical damage.

七、(刪除)

7. (Removed).

八、違反毒品危害防制條例第四條至第十一條及第十二條至第十四條規定。

8. Violation of Article IV to Article XI, and Article XII to Article XIV of the Drug Hazards Prevention Act.

九、辦理團體福利服務事宜，有貪污行為。

9. Corrupt conduct in the service of handling the organization's group benefits.

十、(刪除)

10. (Removed).

十一、校園性騷擾、性侵害或性霸凌事件經由「性別平等教育委員會」調查屬實，情節重大。

11. Sexual harassment, sexual abuse or sexual domination on campus that is proven by the "Sexual Equality Education Community" of the university after investigation and the offense is critical.

第十一條之一 凡合於下列情事之一者，應予開除學籍：

Article XI-I: If any of the following is applicable, the student concerned shall be expelled:

一、(刪除)。

1. (Removed).

二、觸犯刑法經法院判處徒刑確定，惟過失犯不在此限。

2. Violation of the Criminal Code and sentenced guilty by a court except when the violation is committed due to negligence.

三、涉及校園性騷擾、性侵害或性霸凌之不當行為，情節較重大經獎懲委員會決議。

3. Sexual harassment, sexual abuse or sexual domination on campus that is ruled by the “Sexual Equality Education Community” of the university for expulsion.

第十一條之二 學生在學期間涉及校園性侵害、性騷擾或性霸凌之不當行為，於調查階段不得給與操行成績。

調查完成後，學生已轉學、畢業或升至下一學制就學時，懲處紀錄登載由學籍保管單位負責於操行資料內註記懲處種類、懲處日期及決議懲處會議名稱等。

Article XI-II: Students who are under investigation on the charge of sexual harassment, sexual abuse or sexual domination on campus in the duration of study will not be given marks on conduct. If the investigation is completed after the student has transferred to another school, graduated or moved to another program of study, the punishment shall be recorded by the students' record keeping unit, which shall note the punishment type, punishment date and the name of the meeting where the punishment decision was taken.

第十二條 學生行為之獎懲除依照上述各條標準評定外，並得考量下列因素酌予變更獎懲等第：

Article XII: The reward and punishment of students shall be determined on the basis of the aforementioned standards. The following factors shall also be taken into consideration for adjusting the grades for rewards and punishments:

一、年級之高下。

1. The grade level.

二、動機與目的。

2. The motive and the purpose.

三、態度與手段。

3. The attitude and the means adopted.

四、行為之影響。

4. Behavior and social influence.

第十三條 學生之獎懲處理程序，依下列規定處理：

Article XIII: The procedure for the reward and punishment of students is specified below:

一、學生獎懲事宜，應由教職員填寫獎懲建議表，由學生事務長核定公布。但有關學生之懲處，處分前應給與當事人陳述意見之機會。

1. The reward and punishment of students shall be proposed by faculty members by filling in a recommendation of reward and punishment subject to the final approval of the Dean of Student Affairs for announcement. Students under punishment shall be given the opportunity to present a statement on the account of the event before disciplinary action is taken.

二、記大功、大過以上之獎懲案件，或因特殊情形之獎懲事件時，應提學生獎懲委員會議審議通過，並經校長核定後公布之。

2. If the case involves a distinction award or demerit, or the reward or punishment is a special case, refer to the Student Reward and Punishment Committee for review and

passing and submit to the University President for final approval before announcement.

三、學生獎懲委員會議審議有關學生重大獎懲時，除通知有關係主任、班級導師及有關人員列席外，並應通知學生代表及當事學生列席，俾使其有說明之機會。

3. For review over major rewards or severe punishment of students, the Student Reward and Disciplinary Committee shall notify the Dean of the department, the class tutor, and related personnel to attend the meeting as observers, and shall also notify student representatives and the student concerned to sit in the meeting so that they may have the opportunity to explain.

**四、學生受記之懲處或大功以上之獎勵，均應通知其家長或監護人。**

**4. The parents or the guardians of the students should be notified of students receiving a distinction award or an award at a higher level or under punishment of demerit or punishment at a more serious level.**

第十四條 凡受懲處之學生如有異議，應於收到或接受相關懲處、措施或決議之次日起二十日內(寒、暑假期間，應於三十日內)，依據「長榮大學學生申訴案件處理辦法」之規定提出申訴。

Article XIV: Students who disagree with the decision of punishment shall file a complaint in accordance with the “Regulations Governing Complaints of Students” within 20 days (30 days in the case of a term break for the Winter and the Summer) after receiving the notice of punishment, or upon the acceptance of the related disciplinary action, measures or decision.

第十五條 懲處決定書應包含主 文、事實、理由。

Article XV: The decision of disciplinary action shall include text, the factual accounts and the cause of decision.

第十五條之一 凡違反菸害防制法者除本辦法第八條第廿七款之懲處外，應另參加八小時戒菸教育。

Article XV-I: Students who have violated Article VIII to Article XVII of the Tobacco Hazards Prevention Act with relevant punishment shall also receive 8 hours of education on quitting smoking.

第十六條 學生在校期間，功過成積計算，所受之獎懲，後功得以抵前過；惟懲處紀錄之註銷得由當事人依長榮大學學生自新銷過辦法之規定辦理。

Article XVI: During the schooling period, the conduct grades of students shall be calculated in the way that the rewards gained afterwards may set off the previous punishments. However, the cancellation of the punishment record may be handled by the party in accordance with the Regulations of Self-Rehabilitation for Offsetting Punishments of Students in Chang Jung Christian University.

第十七條 休學學生復學後，其原有獎懲仍屬有效。

Article XVII: The action of reward or punishment previously made for students returning to school after a temporary absence shall still be in force.

第十八條 學生倘有違犯重大法紀超出本辦法條例以外者，得召開學生獎懲委員會特別處理之。

Article XVIII: Students who violate applicable laws beyond the scope of The Regulations shall be referred to the Student Reward and Punishment Committee for further action.

第十九條 本辦法經行政會議及校務會議通過後核定實施，並函請教育部備查，修正時亦同。

Article XIX: The Regulations are approved and implemented by the Administrative Affairs Meeting and the University Affairs Meeting, and archived for reference with the Ministry of Education. The same procedure is applicable to any amendment thereto.