

建國科技大學學生獎懲辦法

CTU Student Merit and Penalty Regulations

93 年 12 月 22 日修正

99 年 09 月 30 日修正

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101 年 3 月 14 日校務會議修訂通過

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第一條 據大學法第三十二條、專科學校法第四十一條，及本校實際狀況訂定〈建國科技大學學生獎懲辦法〉（以下簡稱本辦法）。

Article 1 Chienkuo Technology University establishes these Student Award and Penalty Regulations in accordance with University Law Article 32 and Junior College Law Article 41.

第二條 本校學生（含研究生）之獎懲，除其他規章另有規定外悉依本辦法處理。

Article 2 All issues pertaining to student awards or penalties will be duly processed in accordance with these regulations unless dictated by other regulations..

第三條 教師輔導與管教學生應符合下列之目的：

- 一、鼓勵學生優良表現，培養學生自尊尊人、自治自律之處事態度。
- 二、導引學生身心發展，激發個人潛能，培養健全人格。
- 三、養成學生良好生活習慣，建立符合社會規範之行為。
- 四、確保班級教學及學校教育活動之正常進行。

Article 3 Teachers' counselling and disciplining students should meet the following objectives:

1. Encourage students to perform well and cultivate students' attitudes of self-esteem and self-discipline.
2. Guide students' physical and mental development, stimulate their potential, and cultivate a healthy personality.
3. Help student's develop good habits and establish behaviors in line with social norms.
4. Ensure the normal operation of teaching and school education activities

第四條 輔導與管教學生時，應依下列原則處理：

- 一、尊重學生人格尊嚴。
- 二、重視學生個別差異。

- 三、配合學生心智發展需求。
- 四、維護學生受教權益。
- 五、發揮教育愛心與耐心。
- 六、啟發學生反省與自制能力。
- 七、不因個人或少數人錯誤而懲罰全體學生。

Article 4 Teachers' counselling and disciplining students should be based on the following principles:

1. Respect students' self-esteem.
2. Value students' individual differences.
3. Meet the demand of students' mental and intellectual development.
4. Protect students' rights of receiving education.
5. Bring patience and compassion into education.
6. Enlighten students' on ability of reflection and self-control.
7. Do not punish all students due to the mistakes of minority.

第五條

Article 5

- 一、 教師應對學生實施生活、學習、生涯、心理與健康等各種輔導。教師因實施輔導管教學生所獲得之個人或家庭資料，非依法律規定不得對外公開或洩漏。

1. Teachers should provide students with a variety of counseling from study, career, psychology to health. The personal or family information obtained for the supervision and discipline of the student shall not be disclosed or leaked according to the law.

- 二、教師於執行教學、指導、訓練、評鑑、管理、輔導或提供學生工作機會時，在與性或性別有關之人際互動上，不得發展有違專業倫理之關係。教師發現師生關係有違反前項專業倫理之虞，應主動迴避或陳報學校處理。

2. When teaching, mentoring, training, appraisal, management, counseling, or providing student work opportunities, teachers must not develop a relationship in interpersonal interactions that violates professional ethics. When finding that the teacher-student relationship violates the professional ethics, the teacher should evade or report to the school.

- 三、教職員工生應尊重他人與自己之性或身體之自主，避免不受歡迎之追求行為，並不得以強制或暴力手段處理與性或性別有關之衝突。

3. Faculty and staff should respect others' sexual or physical autonomy, avoid unpopular pursuits, and do not coerce or violently deal with sexual or gender-related conflicts

第六條 教師對學生之輔導管教應先採取下列措施：

- 一、勸導改過，口頭糾正。
- 二、轉介輔導教師輔導。
- 三、參加輔導性社團活動。
- 四、必要時可通知家長或監護人到校共同處理。
- 五、其他適當措施。

Article 6 Teachers should take the following measures for counseling and disciplining students:

1. Verbally advise students of mending their ways.
2. Introduce counselling teachers to the students for further counselling.
3. Ask students to participate club activities related to counselling.
4. Notice parents or custodians to school to deal with the students if necessary.
5. Other proper measures.

第七條 依前項所為之管教無效時，得採下列九項懲罰措施：

- 一、申誡。
- 二、小過。
- 三、大過。
- 四、假日輔導。
- 五、心理輔導。
- 六、留校察看。
- 七、退學。
- 八、其它適當措施。

Article 7 Student punishments shall be enforced with following measures when the aforesaid is ineffective:

1. Admonitions
2. Minor Demerits
3. Major Demerits
4. Holiday Counseling
5. Psychological Counseling
6. Probation
7. Expulsion
8. Other proper measures.

第八條 學生攜帶之物品足以影響學生專心學習或干擾教學活動進行者，教師或學校得保管之，必要時得通知家長或監護人領回。

Article 8 Students' objects which disturb the teaching activities or interfere students' concentration on study have to be put under teacher's custody.

第九條 學生攜帶或使用下列物品者，教師或學輔人員應立即處置，並視其情節移送相關單位處理：

- 一、具有殺傷力之刀械、槍砲、彈藥及其他危險物品。
- 二、毒藥、毒品及麻醉藥品。
- 三、猥褻或暴力之書刊、圖片、影片、磁碟片或卡帶。
- 四、菸、酒、檳榔或其他有礙學生身心健康之物品。
- 五、其他違禁品。

Article 9 The following objects carried by students should be promptly disposed by teachers or counselling staff or related units depending on the situation:

1. Any dangerous objects such as knives, weapons, guns, bullets, etc.
2. Drugs and narcotics, etc.
3. Obscene or violent publications, pictures, videos, or discs, etc.
4. Cigarettes, alcohol, betel nuts, or other objects that harm students' health.
5. Other prohibited stuff.

第十條 學生有下列情形之一者，予以記嘉獎乙次。

Article 10 A 'commendation' will be awarded to a student who conforms to any one of the following:

- 一、禮節週到堪為同學模範者。
1. Being courteous enough to be student's model.
- 二、拾物不昧價值輕微者。
2. Handing in any lost property of a value not pricy.
- 三、照料病患同學有具體事實者。
3. Proved to take good care of student patients.
- 四、服務公勤熱心努力者。
4. Participation in public service tasks with dedication.
- 五、勸勉同學向善，有具體事實成效者。
5. Proved to encourage classmates to behave well.
- 六、參加區域性（含校內）競賽成績優等者。
6. Get excellent results in any contest at school or outside.
- 七、提供建設性之建議，經學校採納者。
7. Students who provide the school with excellent and feasible advice that is adopted by the school.
- 八、擔任編制內班級幹部、社團幹部表現良好者。
8. Being chosen as a committee member of an autonomous association and performing the appointed tasks responsibly and with excellence.
- 九、具有其他優良事實，堪予嘉許者。
9. Other awards credited with the equivalent of these circumstances.

第十一條 學生有下列情形之一者，予以記小功乙次。

Article 11 A 'merit' citation will be awarded to a student who conforms any one of the following:

一、 參加區域性（含校內）競賽成績前三名或省級以上競賽成績優等者。

1. Ranked in the first three or with excellent results in any contest at school or outside.

二、 維護公物、使團體利益不受損害者。

2. Provide proven benefits for the community.

三、見義勇為，能保全團體或同學之利益者。

3. Stand up bravely for the justice, and guard the benefits for the public.

四、敬老扶幼，扶助同學有具體之事實表現者。

4. Willing to help others with real problems.

五、熱心公益，能增進團體利益。

5. Being public-spirited, eager to help others, and protect the community's benefits.

六、服行公勤成績特優，有具體事實者。

6. Participation in internal or external service tasks with dedication and excellent performance.

七、維護校園安寧、同學安全有具體事實者。

7. Sparing no effort in the service of cleanness and public order.

八、參加校外實習、講習、集訓、服務表現優良，光大校譽者。

8. Participating in external events and benefiting the school's reputation.

九、制止、處理或報告有違規事件，經查明屬實者。

9. Reporting substantiated mal-practice or substantiated violation by students.

十、擔任編制內班級幹部、社團幹部表現優良者。

10. Undertakes responsibility as a committee member of a society, class, or autonomous association and performs well.

十一、具有其他相當於上列各款之情事者。

11. Other awards credited with the equivalent of these circumstances.

第十二條 學生有下列情形之一者，予以記大功乙次及頒發獎狀。

Article 12 An 'excellence' merit citation will be awarded to a student who conforms to any one of following:

一、 協助推行國策，有特殊表現者。

1. Assisting in promoting national policies with excellent performance.

二、對創造發明，有益國家、社會、學校者。

2. Benefits the country, society, or school by inventions.

- 三、洞燭機先，對危害國家、社會、學校之事故，能察覺檢舉或適時制止，致未造成巨大災害者。
3. Exceptional volunteer behavior to avoid a major disaster that is harmful to the country, society, or school.
- 四、對所編著或譯述之作品，有益於國家社會者。
4. Compile or translate valuable work which will be of benefit to the community or country
- 五、提供優良建議並能率先力行，對促進學校風氣，爭取團體榮譽有顯著效果者。
5. Provide any specific suggestion and be proactive in promoting the school's reputation.
- 六、冒險犯難、捨己為人，堪為他人楷模者。
6. Obtain perfect behavior and be a model student.
- 七、參加全國性、國際性競賽成績前三名者。
7. Ranked in the first three or performs well in any national or international contests.
- 八、具有其他相當於上列各款之情事者。
8. Any other equivalent circumstances of great merit or special reward.

第十三條 學生有下列情形者，核予其他獎勵（獎狀、獎牌、獎金或獎品）：

Article 13 Under the following circumstances, students are given an award with distinction as well as any special awards such as trophies, prize money, certificates, medals, photographs and commendations:

- 一、有特殊學術成就，技能創作等卓越表現，足資表彰者。
1. Have exceptional performance in academic achievements or technical creations that are worth being awarded.
- 二、代表本校參加青年活動、社會服務工作有優異表現者。
2. Represent the school for participation in youth activities, social service tasks with dedication and excellent performance.
- 三、為團體服務，有捨己犧牲之事實證明者。
3. Students who are warmhearted and have made special contributions to the school and society.
- 四、校內競賽已發獎金、禮券者、不再記功敘獎。
4. Winners who have claimed prize money or coupons will not be awarded with merit citation.

第十四條 學生下列情形之一者，予以記申誡乙次。

Article 14 A reprimand will be given to any student guilty of any one of the following:

- 一、違反校規，情形輕微者。

1. Students who violate the school rules, but in trivial case.
二、對師長禮節不週到。
2. Not being courteous to teachers.
三、言行不檢有失學生儀態者。
3. Students who do not conduct themselves with proper decorum or who break rules.
四、不遵守教室規則情節輕微者。
4. Students who fail to follow the class rules, but in trivial case.
五、不遵守請假規則情節輕微者。
5. Failing to follow the regulations to request a leave of absence, but in a trivial case.
六、對同學有不禮貌之行為者。
6. Students who have impolite behaviors to classmates.
七、服裝儀容不整者。
7. Students dressing improperly.
八、違反寢室或餐廳規則輕微者。
8. Violate the rules of dormitory management or student cafeteria rules, but in a trivial case.
九、隨地吐痰、拋棄穢物、以及飲料盒罐，食物包裝物等。
9. Students who spit, litter (food package, bottles, etc.) around.
十、假託事故圖免公勤服務情節輕微者。
10. Students who give excuses to avoid official service, but in trivial case.
十一、留校察看學生未按輔導老師或輔導教官所規定事項辦理者。
11. Students under surveillance fail to follow the orders given by the counselling teacher or instructor.
十二、負責打掃但執行不力或未掃情節輕微者。
12. Students fail to do their cleaning duty, but in trivial case.
十三、具有其他相當於上列各款之情事者。
13. Other circumstances equivalent to those recorded above.

第十五條 學生有下列情形之一者，予以記小過乙次。

Article 15 A 'minor demerit' will be given to any student guilty of any one of the following:

- 一、對師長有不禮貌行為，而情節尚輕者。
1. Being impolite to teachers, but in a trivial case.
- 二、惡意攻訐同學或助長同學間之糾紛者。
2. Bullying a schoolmate or provoke the misbehavior.
- 三、在公共場所，隨意叫罵妨害秩序，情節輕微者。
3. Disturbing public order by speech, manners, behavior lack of moral

values, but in a trivial case.

- 四、非住校生未經許可，擅入宿舍者。
4. Non-resident students entering the dorm without permission.
- 五、以文字或圖畫破壞同學名譽者。
5. Impeding the rights of others by word, graphic, but in a trivial case.
- 六、拆閱他人信件或撕取郵票者。
6. Open and read others' letters without permission or tear off the stamps.
- 七、使用過期車票或無票乘車，經查覺者。
7. Being found to take the public transportation with expired tickets or without tickets.
- 八、無故不參加週會、導師時間或特定集會者。
8. Absence from a required meeting or extracurricular activity for no reason.
- 九、師長兩次以上口頭或書面通知約談，仍不應約者。
9. Having been noticed verbally or in written form no less than twice to meet and talk with the teachers, but still fail to make it.
- 十、在校外實習或服務表現不佳，有損校譽者。
10. Failing to perform well in external practice or work-study service and causing the school's reputation to be affected.
- 十一、不在規定時間內，辦理有關兵役手續者。
11. Students who fail to complete the procedure of military service within appointed period.
- 十二、服裝儀容不合規定，屢勸不聽者。
12. Students whose dressing is off specification and fail to take advice.
- 十三、翻越校區或宿舍圍牆、教室窗牆者。
13. Students who surmount the walls of campus, dorm, or windows of classrooms.
- 十四、敷衍塞責、表現不力或對違反校規同學知情不報情形嚴重者。
14. Students who give lame excuses or conceal classmate's violating school rules in serious case.
- 十五、拆卸校舍門窗或搬離桌椅、器具者。
15. Disassemble the doors, windows from the dorm or move away desks, chairs and implements.
- 十六、騎乘機車未戴安全帽者。
16. Riding scooters without wearing helmets.
- 十七、車輛不按規定位置停放者。
17. Fail to follow the rules when parking their vehicles in school.
- 十八、進入不正當娛樂場所者。

18. Enter illicit entertainment places.
十九、攜帶不良、不當物品者。
19. Students who carry or use illegal drugs or dangerous objects.
廿、參加幹部研習營無故不到者。
20. Students who do not attend cadre event for no acceptable reason.
廿一、留校察看學生未依規定事項辦理，經申誡處分仍未改正者（或屢勸無效者）。
21. Students under surveillance fail to follow the rules, after reprimand has been given but they still do their ways.
廿二、有酗酒或在禁菸區吸菸、嚼食檳榔或亂丟菸蒂者。
22. Students who smoke in non-smoking area, drink alcohol, chew the betel nuts, or litter cigarette butt around.
廿三、無照駕駛機車或汽車者、或駕車違反交通規定者（如單車雙載、機車三騎、超速、闖紅燈、...）。
23. Students who ride scooter or drive without license, or violate the traffic rules (ex. Riding bicycle with another on back seat, riding scooter with another two on back seat, exceeding the speed limit, run the red lights, etc.)
廿四、故意造成環境髒亂或無故不打掃情節嚴重者。
24. Deliberately mess up the environment or fail to clean without cause in serious case.
廿五、違反網際網路使用規約，情節輕微者。
25. Violate the rules of internet use, but in trivial case.
廿六、未經允許而未參加體檢者。
26. Skip physical examination without permission.
廿七、其他相當於上列各款之情形者。
27. Other circumstances equivalent to those recorded above.

第十六條 學生有下列情形之一者，予以記大過乙次。

Article 16 A 'major demerit' will be given to any student guilty of any one of the following:

- 一、 撕毀校內各種公告、表冊、文件者。
1. Students who tear and destroy school bulletins, documents, or records.
- 二、 惡意批評或侮辱師長者。
2. Slandering or criticizing teachers.
- 三、 不遵守師長約束，態度傲慢者。
3. Fail to accept discipline by teachers and in poor attitude.
- 四、 妨礙教職員或同學執行公務者。
4. Students who impede faculty, staff or other students in carrying out

official business.

五、塗改點名簿或有關資料者。

5. Alter the checkroll or related information.

六、規避服務，並有意影響他人者。

6. Evade duty and intend to affect others.

七、為人做不實之證明者。

7. Making false or malicious statements.

八、無故破壞公物者。

8. Students who destroy public property.

九、挑撥離間，惹事生非者。

9. Students who exacerbate or prolong conflicts.

十、擅入異性宿舍或邀約留宿異性寄宿處者。

10. Entering the opposite-sex dormitory or invite opposite-sex to stay in his/her room without permission.

十一、以文字或圖畫破壞老師名譽者。

11. Ruin the reputation of teachers by word, graphic.

十二、報告失實，欺騙師長者。

12. Make false reporting to cheat on teachers.

十三、在校外不守紀律，有玷辱校譽之行為者。

13. Students who fail to discipline out of campus and hurt the reputation of the school.

十四、假公濟私、有意損人利己者。

14. Use public office for private gain, and harm others to benefit him/herself intentionally.

十五、要挾師長遂行其意願，而情節輕微者。

15. Threaten teachers to fulfill his/her intention, but in trivial case.

十六、未辦理住宿手續而擅自進住宿舍者。

16. Non-boarders who stay in school dorm without permission.

十七、不接受懲罰強詞奪理，企圖狡辯態度蠻橫者。

17. Students who do not accept penalties given, who strongly object to such penalties with inappropriate or untrue arguments, who attempt to argue their way out of penalties, or who are unacceptably rude and ill-behaved.

十八、誹謗法令或學校規章。

18. Slander the enactments or school regulations.

十九、執行公務不負責任、情節較重者。

19. Students are not responsible for their official business.

廿、考試舞弊者。

20. Violating the examination rules.
廿一、冒用或偽造家長文書印章者。
21. Students who use false documents or make counterfeit documents by using parents' stamp.
廿二、有毆人行為或互毆者。
22. Fighting or entering a melee with any schoolmate(s) and causing injury
廿三、使用網路作為傳送具威脅性、猥褻性或不友善性的資料者。
23. Students who use internet to spread obscene, threatening, or unfriendly information.
廿四、使用校園網路作為干擾或破壞網路上其他使用者或節點之軟硬體系統。
24. Hacking information, infringing rights, or performing illegal behavior using systems such as electronic media, electronic tools or networks.
廿五、使用非法軟體或提供非法軟體供他人拷貝傳送或販賣者。
25. Students who use or provide illegal software for others to copy or sell.
廿六、利用校園網路傳送違法或未經管理單位核准之商業性資料。
26. Students who use internet from campus to deliver illicit or unapproved commercial information.
廿七、利用網路進行違法之光碟販售或提供色情圖片。
27. Students who use the internet or other means to sell or provide illicit goods or pornography.
廿八、未經允許在教學區放鞭炮或其他嚴重影響安寧者。
28. Students who set off firecrackers at teaching building or other places that disturb the tranquility.
廿九、代人或請人代替上課者。
29. Answer in place of someone else during class roll call or convocation.
卅、觸犯刑事法律之行為，經法院有罪判決確定或學校查證屬實，情節輕微者。
30. Students who commit transgressions involving penal law, and who have been sentenced by the court or verified by the school, but in trivial case.
卅一、違反第五條第三款，而情節較輕者。
31. Violate the item 3 of Article 5, but in trivial case.
卅二、本校港澳生、僑生及外籍生於居留台灣期間超時打工，經查證屬實、情節較輕者。
32. CTU's Hong Kong and Macao students, the Chinese overseas students as well as foreign students who are proved to work over the hours regulated during their residence in Taiwan, but in trivial case.

卅三、其他相當於上列各款之情形者。

33. Students who commit other misdeeds that warrant a major demerit.

第十七條 學生有下列情形之一者，予以留校察看。

Article 17 Students who commit one of the following acts will be put on parole:

一、 違犯第十六條各款情節較重者。

1. Violate any item of Article 16 in serious case.

二、違犯校規屢勸無效者。

2. Violate school rules repeatedly and ignore advices.

三、違犯校規情節嚴重但深知悔悟者。

3. Violate school rules in serious case but realize his/her errors and repent.

四、冒用或偽造師長文書印章者。

4. Falsifying or fraudulently using documents, credentials, chops, etc.

五、不法持有、吸食毒品、安非他命或其他麻醉藥品行為者。

5. Holding or using any illegal drugs, amphetamine, or other narcotics.

六、經學生事務委員會議核定者。

6. Cases approved by the student's affair committee.

七、其他相當於上列各款之情形者。

7. Other circumstances equivalent to those recorded above.

第十八條 學生有下列情形之一者，予以退學。

Article 18 Students who commit one of the following acts will be expelled from the school:

一、 證件不符及偽造文書情節較重者。

1. Students who commit serious transgressions by borrowing official documents under false pretenses, committing fraud, or forging or altering official documents.

二、功過相抵滿三大過。

2. Students who have accumulated three major demerits which cannot be cancelled out by merits.

三、操行成績不滿六十分者。

3. Students whose conduct scores below sixty points

四、犯第十六條各款，情節較重者。

4. Violate any item of Article 16 in serious case.

五、侮辱諷刺師長，情節較重者。

5. Slandering or insulting teachers in serious case.

六、留校察看期間，再受記過以上之處分者。

6. Students who receives a demerit or above during the 'inspect regularly'.

七、有賭博、竊盜行為，情節嚴重，經查屬實者。

7. Gambling and stealing in serious case and proved to be fact.
- 八、辦理團體福利事宜，有舞弊行為者。
8. Students proven to have been involved in fraudulent behavior in regard to group finances.
- 九、造謠惑眾或散布危害國家、社會、學校之文字或言論。
9. Creating rumors or spread remarks or words that endanger the country, society or school..
- 十、參加校外不法集團或幫派者。
10. Students who are found by the school or police to have joined illintentioned gangs or illicit organizations.
- 十一、在校內（外）公然敗壞校譽者。
11. Students who conduct themselves dishonourably and seriously damage the school's reputation.
- 十二、觸犯刑事法律之行為，經法院有罪判決確定或學校查證屬實，情節嚴重者。
12. Students who commit serious transgressions involving penal law, and who have been sentenced by the court or verified by the school.
- 十三、不法販賣或製造毒品、安非他命或其他麻醉藥品者。
13. Sell or manufacture illegal drugs, amphetamine, or other narcotics.
- 十四、發生不正當男女關係，引發事端，有玷校譽者，或違反第五條第三款，情節嚴重者。
14. Have improper relation with opposite-sex and cause disturbance that blemish school reputation, or violate the item 3 of article 5 in serious case.
- 十五、考試代考之舞弊雙方。
15. Students proven to have been involved in the taking of an exam for another student under a false identity.
- 十六、本校港澳生、僑生、陸生及外籍生於居留台灣期間非法打工，經查證屬實、且情節嚴重者。
16. CTU's Hong Kong and Macao students, the Chinese overseas students as well as foreign students who are proved to work without work permit during their residence in Taiwan in serious case.
- 十七、具有其他相當於上列各款之情形者。
17. Students who commit other acts that warrant expulsion.

第十九條 學生之獎懲，除依照上列之規定辦理外，並得視動機與目的、態度與手段、行為之影響等情形酌予變更獎懲等第。

Article 19 Apart from this regulation, the Office of Student Affairs also will take into account the student's motivation, purpose, attitude, methods, behavior and

consequences when deciding the magnitude of a merit or demerit.

第廿條 學生獎懲處理程序，依下列規定處理。

Article 20 The procedure for student's rewards or punishments will be as set out below:

一、嘉獎、小功、申誡、小過之獎懲，學校教職員均可提供參考資料，由學務處會同導師處理，並由校長或授權由學務處各單位核定公布。

1. The commendation, merit citation, reprimand, and minor demerit should be given according to information provided by related teachers and handled by the Office of Student Affairs and tutors, and should be approved by the Dean of Student Affairs or the president.

二、記大過以上之獎懲，應提學生事務委員會審議通過，並經校長核定，學校公告公布之。

2. Any major demerit should be given by resolution of the Committee of Student's Affairs, and should be approved by the President.

三、學生事務委員會審議有關學生重大獎懲應邀請相關系（科）、所主任、班級導師、指導教授及有關人員列席。

3. During the deliberations to consider a severe punishment, the superintendent, department head, tutor, and other related persons should be in attendance in the conference.

四、退學應向教育部報備。

4. Any expelling students need to be reported to Ministry of Education.

五、學生受記大過以上之獎懲，均應通知其家長或監護人。

5. Parents or guardians should be notified if any student has been rewarded with an 'excellence merit' citation or above, or punished with a 'major demerit' or below.

六、留校察看之時限，以一學期為原則，受罰學生可視其改過自新情形，縮短或延長其時限。但學期中核定之留校察看學生需再次一學期留校察看。

6. Students will be observed for one semester. The school has the right to lengthen or shorten the student's parole depending on their behavior.

第廿一條 學生在校期間，功過累積計算，所受之獎懲，功過可互抵，但前功不得抵後過亦不能取消記錄。

Article 21 Rewards and punishments are cumulative and a previous demerit can be offset by a merit.

第廿二條 學生事務委員會審議重大違規事件時，應秉公正及不公開原則，瞭解事實經過，應給予學生當事人或家長、監護人陳述意見之機會。

Article 22 The Committee of Student Affairs should comprehend the whole story confidentially on the principle of justice during the deliberations of severe violation, and give the opportunity to the students involved, parents or guardians to speak.

第廿三條 學生事務委員會為重大決議後，應將事實、理由及獎懲依據，通知學生當事人、其家長或監護人，必要時並得要求家長或監護人配合輔導。

Article 23 Once the Committee of Student's Affairs reach resolutions, the students involved, parents or guardians should be notified of the facts, reasons, and the basis of rewards or punishments, and if necessary, should be required to cooperate in counselling.

第廿四條 學生因重大違規事件經處分後，教師須實施追蹤輔導，必要時會同相關輔導單位協助學生改過遷善。對於必須長期輔導者，學校得要求家長配合並協請社會輔導或醫療機構處理。

Article 24 Once students are given punishments due to severe violation, teachers have to follow up the counselling, and assist students in mending their ways with related counselling units. For those in need of long-term counselling, parents will be required to cooperate and ask social counselling or medical institution for help.

第廿五條 學生對學校有關其個人之管教措施，認為違法或不當致損害其權益者，得以書面向本校「學生申訴委員會」提出申訴。

Article 25 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.

第廿六條 學生受退學或類此之處分，足以改變學生身分致損及其受教育權益者，經向學校申訴未獲救濟，得依法提起訴願及行政訴訟。

Article 26 Any expulsion or such punishment that change student's identity and infringe their rights of receiving education, an appeal or administrative litigation should be processed to the court following the appeals regulations when there's no solution after appealing to school.

第廿七條 本辦法經校務會議通過，陳請校長核定後公布實施，修訂時亦同。

Article 27 This regulation has been discussed and approved during a meeting of school affairs and took effect after the president's approval. Future amendments to this regulation will go through the same process.