

建國科技大學學生獎懲辦法

Chienkuo Technology University Guidelines for Student Recognition and Discipline

93 年 12 月 22 日修正 Approved on December 22, 2004

99 年 09 月 30 日修正 Approved on September 30, 2010

99 年 11 月 24 日修正 Approved on December 24, 2010

101 年 03 月 14 日校務會議修訂通過 Amended at the University Affairs Committee meeting on March 14, 2012

104 年 06 月 24 日校務會議修訂通過 Amended at the University Affairs Committee meeting on June 24, 2015

108 年 06 月 26 日校務會議修訂通過 Amended at the University Affairs Committee meeting on June 26, 2019

112 年 07 月 05 日校務會議修訂通過 Amended at the University Affairs Committee meeting on July 05, 2023

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 Guidelines for Student Recognition and Discipline (hereinafter referred to as “Guidelines”) been established in accordance to the stipulations in Article 32 of the UNIVERSITY ACT, Article 41 of JUNIOR COLLEGE ACT.

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 Student (including graduate students) merits and demerits shall be handled in accordance with the Guidelines, except as otherwise specified in 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 The guidance and discipline of students by teachers should align with the following objectives:

1. Encourage students for excellent performance and cultivate in them a sense of self-esteem, respect for others, and self-discipline. and cultivate in them a sense of self-esteem, respect for others, autonomy and self-discipline.
2. Guide students in their holistic development, fulfill themselves, and foster a perfect personality.

3. Develop student's good habits and foster behaviors conforming social norms.
4. Ensure the normal progress of classroom teaching and school educational 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 Guidance and discipline of 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 education.
5. Bring patience and compassion into education.
6. Inspire students' self-reflection and self-discipline abilities.
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 various forms of guidance to students, including in areas such as life, learning, career, psychology, and health. Personal or family information obtained by teachers in the process of providing guidance and discipline to students shall not be disclosed or leaked to the public except as required by 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. In the execution of teaching, guidance, training, evaluation, management, counseling, or providing job opportunities to students, teachers shall not develop relationships that violate professional ethics

in interpersonal interactions related to sex or gender. If teachers discover a potential violation of the aforementioned professional ethics in teacher-student relationships, they should proactively recuse themselves or report it to the school for appropriate handling.

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, staff, and students should respect the autonomy of others and themselves in matters of sexuality or body, avoiding unwelcome pursuit behaviors. They are prohibited from handling conflicts related to sex or gender through coercive or violent means.

第六條 教師對學生之輔導與管教應先採取下列措施：

一、勸導改過，口頭糾正。

二、轉知導師（特殊個案另轉介學輔人員）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 in guiding and disciplining students:

1. Advising and encouraging corrective behavior, providing verbal correction.

2. Referring the student to class advisor (for special cases, referral to a student support personnel for counseling).

3. Encouraging participation in counseling-oriented club activities.

4. If necessary, notifying parents or guardians to address the issue jointly at school.

5. Implementing other appropriate measures.

第七條 依前項所為之管教無效時，得採下列措施：

一、申誡。

二、小過。

三、大過。

四、留校察看。

五、退學。

六、其它適當措施。

Article 7 If the aforementioned disciplinary measures prove ineffective, the following actions may be taken:

1. Warnings

2. Minor demerit.
3. Major demerit.
4. Probation.
5. Expulsion.
6. Other appropriate measures

第八條 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（或電子載體）、圖片、影片…等。
- 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 8 If students are found carrying or using the following items, teachers or student support personnel should promptly handle the situation and, depending on the circumstances, report the matter to the relevant authorities:

1. Items with lethal potential, such as knives, firearms, ammunition, and other dangerous objects.
2. Poison, drugs, and narcotics.
3. Obscene or violent publications (or electronic media), images, videos, etc.
4. Tobacco, alcohol, betel nut, or other items that may harm students' physical and mental health.
5. Other prohibited items.

第九條 學生有下列情形之一者，予以記嘉獎乙次。

Article 9 Students who have acted in one of the following ways may be awarded one commendation.

- 一、禮節周到堪為同學模範者。
1. Being courteous enough to be student's model.
- 二、拾物不昧價值輕微者。
2. Returning lost items of minimal value.
- 三、照料病患同學有具體事實者。
3. Proved to take good care of classmates who are unwell.
- 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. Achieving outstanding results in regional (including on-campus) competitions.

七、提供建設性之建議，經學校採納者。

7. Providing constructive suggestions that are adopted by the school.

八、擔任編制內班級幹部、社團幹部表現良好者。

8. Serving as certified class or club officers and perform well.

九、具有其他優良事實，堪予嘉許者。

9. Other comparable good conduct deserving commendation.

第十條 學生有下列情形之一者，予以記小功乙次。

Article 10 Students who have acted in one of the following ways may be awarded one minor merit:

一、參加區域性（含校內）競賽成績前三名。

1. Achieving a top-three placement in regional (including on-campus) competitions.

二、維護公物、使團體利益不受損害者。

2. Protecting public property and ensuring the interests of the group are not harmed.

三、見義勇為，能保全團體或同學之利益者。

3. Acting bravely, safeguarding the interests of the group or classmates.

四、敬老扶幼，扶助同學有具體之事實表現者。

4. Proved of showing respect to the elderly, helping the young, and assisting fellow students.

五、熱心公益，能增進團體利益。

5. Enthusiastic in public service, enhancing group interests.

六、服行公勤成績特優，有具體事實者。

6. Exceptional performance in fulfilling public duties, supported by concrete evidence.

七、維護校園安寧、同學安全有具體事實者。

7. Those who have concrete evidence of maintaining campus tranquility and ensuring the safety of classmates.

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 off-campus internships, workshops, training, and service with excellent performance, bringing honor to the school.

九、制止、處理或報告有違規事件，經查明屬實者。

9. Intervening, addressing, or reporting violations, confirmed to be true after investigation.

十、擔任編制內班級幹部、社團幹部表現優良者。

10. Serving as class or club officers and demonstrating remarkable performance.

十一、具有其他相當於上列各款之情事者。

11. Other comparable good conduct.

第十一條 學生有下列情形之一者，予以記大功乙次及頒發獎狀。

Article 11 Students who have acted in one of the following ways may be awarded one major merit and certificates:

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 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. Providing exceptional recommendations and taking the lead implementing them so that the University's reputation is enhanced.

六、冒險犯難、捨己為人，堪為他人楷模者。

6. Taking risks, facing challenges, self-sacrificing for others—worthy of being a role model for others.

七、參加全國性、國際性競賽成績前三名者。

7. Achieving a top-three ranking in national or international competitions.

八、具有其他相當於上列各款之情事者。

8. Other comparable good conduct.

第十二條 學生有下列情形者，核予其他獎勵（獎狀、獎牌、獎金或獎品）：

Article 12 Students who have acted in one of the following ways may be awarded other rewards (certificates, medals, cash prize, or gifts):

一、有特殊學術成就，技能創作等卓越表現，足資表彰者。

1. 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. Representing the University in youth activities or social service with

outstanding 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. On campus competitions that have already awarded cash prizes or vouchers, additional commendations or rewards will not be recorded.

第十三條 學生下列情形之一者，予以記申誡乙次。

Article 13 Students who have acted in one of the following ways may be given one warning:

一、違反校規，情形輕微者。

1. Students has minor violating of the school rules.

二、言行不檢有失學生身分者。

2. Being inappropriate in speech and behavior in ways that are unbecoming of a student.

三、擔任學生幹部，怠忽職守者。

3. Not acting responsibly in the role of class officer.

四、干擾教室上課情節輕微者。

4. Those who cause minor disruptions during classroom sessions.

五、不遵守請假規則情節輕微者。

5. Those with minor violations of the leave-of-absence regulations.

六、違反寢室或餐廳規則輕微者。

6. Those with minor violations of dormitory or cafeteria guidelines.

七、隨地吐痰、拋棄穢物、以及飲料盒罐，食物包裝物等。

7. Spitting, littering, and discarding items such as beverage cans, food packaging, etc., in public places.

八、留校察看學生未按所規定事項辦理者。

8. Those with academic probation fail to comply with specified regulations.

九、以跟蹤、電子郵件或其他違反他人意願之方法干擾他人日常生活之行為，情節輕微者。

9. Behavior involving minor incidents of interference in others' daily lives through tracking, emails, or other means that violate the consent of others.

十、涉及性騷擾或性霸凌事件經由「性別平等教育委員會」調查並認定屬實，情節輕微且移送懲處者。

10. Involvement with minor severity in sexual harassment or bullying incidents determined to be true through an investigation by the 'Gender Equality Education Committee,' and referred for disciplinary

action.

十一、校園霸凌事件經由「防制校園霸凌因應小組」調查屬實，情節輕微且移送懲處者。

11. School bullying, confirmed through an investigation by the 'Anti-Bullying Response Team,' with minor severity, are referred for disciplinary action.

十二、具有其他相當於上列各款之情事者。

12. Other comparable misconduct.

第十四條 學生有下列情形之一者，予以記小過乙次。

Article 14 Students who have acted in one of the following ways may be given one minor demerit :

一、對師長有不禮貌行為，而情節尚輕者。

1. Being impolite to teachers and faculty with minor severity.

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，隨意叫囂妨害秩序，情節輕微者。

3. In public spaces, those who disrupt order by making loud and unruly disturbances, with a relatively minor severity in the situation.

四、非住校生未經許可，擅入宿舍者。

4. Non-dormitory occupants entering the dorm without permission.

五、以文字或圖畫破壞同學名譽者。

5. Those who damage the reputation of classmates through text or graphics.

六、無故不參加週會、導師時間或特定集會者。

6. Absence from a required meeting or extracurricular activity for no reason.

七、在校外實習或服務表現不佳，有損校譽者。

7. Poor performance during external internships or service activities that reflects negatively on the reputation of the school.

八、不在規定時間內，辦理有關兵役手續者。

8. Students who fail to complete the procedure of military service within appointed period.

九、翻越校區或宿舍圍牆、教室窗牆者。

9. Trespassing over school or dormitory walls and classroom window barriers.

十、拆卸校舍門窗或擅自搬離桌椅、器具者。

10. Dismantling school building doors or windows, or moving desks, chairs, or equipment without authorization.

- 十一、騎乘機車未戴安全帽者。
11. Riding scooters without wearing helmets.
- 十二、車輛不按規定位置停放者。
12. Those who park vehicles in unauthorized locations.
- 十三、進入不正當娛樂場所者。
13. Those who go to inappropriate entertainment places.
- 十四、攜帶不良、不當物品者。
14. Students who carry or use illegal drugs or dangerous objects.
- 十五、參加幹部研習營無故不到者。
15. Being absent without cause from class officer training sessions.
- 十六、留校察看學生未依規定事項辦理，經申誠處分仍未改正者（或屢勸無效者）。
16. Students with academic probation for non-compliance with specified regulations, who, despite disciplinary warnings, fail to rectify their behavior (or repeatedly show no improvement).
- 十七、在校區酗酒、賭博、吸菸、嚼食檳榔或亂丟菸蒂者。
17. Those who engage in on-campus alcohol consumption, gambling, smoking, chewing betel nuts, or littering cigarette butts.
- 十八、故意造成環境髒亂或無故不打掃情節嚴重或屢勸不聽者。
18. Those who intentionally create a messy environment, fail to clean up without any valid reason or persistent non-compliance despite repeated warnings.
- 十九、違反智慧財產權、網路使用規範，情節輕微者。
19. Minor infractions involving the violation of intellectual property rights or internet usage regulations.
- 廿、未經允許而未參加體檢者。
20. Skip physical examination without permission.
- 廿一、違反學術倫理，情節輕微者。
21. Minor infractions involving the violation of academic ethics.
- 廿二、以跟蹤、電子郵件或其他違反他人意願之方法干擾他人日常生活之行為，情節較重者。
22. Behavior involving interference in others' daily lives through tracking, emails, or other means that violate the consent of others, with a more serious severity.
- 廿三、涉及性騷擾或性霸凌事件經由「性別平等教育委員會」調查並認定屬實，情節較重且移送懲處者。
23. Involvement in sexual harassment or bullying incidents determined to be true through an investigation by the Gender Equality Education

Committee, with a more serious severity, and referred for disciplinary action.

廿四、校園霸凌事件經由「防制校園霸凌因應小組」調查屬實，情節較重且移送懲處者。

24. School bullying, confirmed through an investigation by the 'Anti-Bullying Response Team,' with a more serious severity, are referred for disciplinary.

廿五、親密暴力行為，且經法院核發有保護令或有具體事實者

25. Intimate partner violence, and confirmed by a court-issued protection order or with specific facts.

廿六、其他相當於上列各款之情形者。

26. Other comparable misconduct.

第十五條 學生有下列情形之一者，予以記大過乙次。

Article 15 Students who have acted in one of the following ways may be given one major demerit:

一、撕毀校內各種公告、表冊、文件者。

1. Tearing up announcements, forms, and documents in the school.

二、惡意批評或侮辱師長者。

2. Insulting faculty or staff.

三、妨礙教職員或同學執行公務者。

3. Obstructing faculty or fellow students from carrying out official duties.

四、擅自塗改校內核發之證件、文件或相關數位資料者。

4. Unauthorized alteration of documents, certificates, or related digital data issued by the school.

五、為人做不實之證明者。

5. Making false or malicious statements.

六、無故破壞公物者。

6. Students who destroy public property.

七、以文字或圖畫破壞老師名譽者。

7. Ruining teacher's reputation through written content or illustrations.

八、報告失實，欺騙師長者。

8. Make false reporting to cheat on teachers.

九、在校外不守紀律，有玷辱校譽之行為者。

9. Fail to adhere to discipline and engage in behavior that brings disgrace the reputation of the school.

十、假公濟私、有意損人利己者。

10. Misuse public resources or authority for personal gain, with the deliberate intention of causing harm to others for their own benefit.

- 十一、要挾師長遂行其意願，而情節輕微者。
11. To force teachers to fulfill personal wishes, with a relatively mild severity.
- 十二、未辦理住宿手續而擅自進住宿舍者。
12. Unauthorized occupation of the dormitory without completing the accommodation procedures.
- 十三、不接受師長約束或懲罰，強詞奪理，企圖狡辯態度蠻橫者。
13. Refusing to accept the constraints or punishment from teachers, sophistry with arrogant manner.
- 十四、執行公務不負責任、情節較重者。
14. Performing official duties irresponsibly, with a more serious severity.
- 十五、考試舞弊者。
15. Cheating on exams.
- 十六、有毆人行為或互毆者。
16. Assaulting or fighting
- 十七、違反智慧財產權或本校網路使用規範，情節重大者。
17. Violating intellectual property or campus network regulations, with a more serious severity.
- 十八、未經允許在教學區放鞭炮或其他嚴重影響安寧者。
18. Unauthorized setting off of firecrackers or engaging in other activities that seriously disturb the peace in the educational zone.
- 十九、觸犯刑事法律之行為，經法院有罪判決確定而未獲緩刑者。
19. Engaging in criminal acts, having been convicted by the court with a final guilty verdict and not granted probation.
- 廿、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。
20. For our school's Hong Kong and Macau students, overseas Chinese students, and international students who work overtime during their stay in Taiwan, if it was verified to be true but minor severity.
- 廿一、違反學術倫理、情節嚴重。
21. Violating academic ethics, with a more serious severity.
- 廿二、涉及性騷擾、性侵害或性霸凌事件經由「性別平等教育委員會」調查並認定屬實，情節嚴重且移送懲處者。
22. Incidents involving sexual harassment, sexual assault, or sexual bullying, as investigated and confirmed by the Gender Equality Education Committee, those with a more serious severity and referral for disciplinary.
- 廿三、校園霸凌事件經由「防制校園霸凌因應小組」調查屬實，情節

嚴重且移送懲處者。

23. School bullying, confirmed through an investigation by the Anti-Bullying Response Team, with a more serious severity, are referred for disciplinary.

廿四、親密暴力行為，情節嚴重，且經法院核發有保護令或有具體事實者。

24. Intimate partner violence, with a more serious severity, and confirmed by a court-issued protection order or with specific facts.

廿五、其他相當於上列各款之情形者。

25. Other comparable misconduct.

第十六條 學生有下列情形之一者，予以留校察看。

Article 16 Students who have acted in one of the following ways may be given probation:

一、違犯第十六條各款情節較重者。

1. Violating any item of Article 16 with a more serious severity.

二、違犯校規屢勸無效者。

2. Violating school rules repeatedly and ignore advices.

三、違犯校規情節嚴重但深知悔悟者。

3. Violating school rules seriously but fully aware of their regrets.

四、冒用或偽造師長文書印章者。

4. Fraudulently using or forging letters, seals, or signatures of faculty.

五、不法持有、吸食毒品、安非他命或其他麻醉藥品行為者。

5. Illegally possessing or using banned narcotics amphetamine, or illicit drugs.

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. Behaving in other ways comparable to the ones stated above.

第十七條 學生有下列情形之一者，予以退學。

Article 17 Students who have acted in one of the following ways may be expelled:

一、證件不符及偽造文書情節較重者。

1. Fraudulent use, falsification, alteration, or forgery of other people's documents with a more serious severity.

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. Violating any item of Article 16 with a more serious severity.
五、侮辱諷刺師長，情節較重者。
5. Slandering or insulting teachers with a more serious severity.
六、留校察看期間，再受記過以上之處分者。
6. Students who are disciplined with a demerit or more severe punishment while on probation
七、有賭博、竊盜行為，情節嚴重，經查屬實者。
7. Founded a serious act of gambling and stealing.
八、辦理團體福利事宜，有貪污舞弊行為者。
8. Students proven to have been involved in fraudulent and corruption 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. Participating in external illegal groups or gangs.
十一、在校內（外）公然敗壞校譽者。
11. Behaving inappropriately on and off-campus and damaging the University'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. Engaging in serious criminal acts, having been convicted by the court with a final guilty verdict or confirmed by 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. Selling or manufacturing illegal drugs, amphetamine, or other narcotics.
十四、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。
14. Students from Hong Kong, Macau, overseas Chinese, Mainland China, and foreign students at our university work illegally during their stay in Taiwan, upon investigation, if the evidence is confirmed and severe.
十五、涉及性騷擾、性侵害或性霸凌事件經由「性別平等教育委員會」調查並認定屬實，情節重大經學生事務委員會決議。
15. Incidents involving serious sexual harassment, sexual assault, or sexual bullying, as investigated and confirmed by the Gender Equality Education Committee, resolved by the Student Affairs Committee.

十六、具有其他相當於上列各款之情形者。

16. Behaving in other ways comparable to the ones stated above.

第十八條 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 18 Aside from the standards set out in these Guidelines, punishment or reward for students' behavior may be augmented or reduced in accordance with the students' motivation and purpose, attitude and means, and the effect of the behavior.

第十九條 學生獎懲處理程序，依下列規定處理。

Article 19 Procedures for issuing recognitions and imparting disciplinary actions:

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. School faculty and staff can provide reference materials for awards and punishments such as commendation, minor merit, warning, and minor demerit. The Student Affairs Division shall investigate and confirm the facts together with the student's class advisor. Then approved and announced by the University President or authorized to any other units from Office of Student Affairs to announce.

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 or higher shall be submitted for review and approval by the Student Affairs Committee, confirmed by the University President, and publicly announced by the school.

三、學生事務委員會審議有關學生重大獎懲時，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. The Student Affairs Committee, in reviewing significant awards and disciplinary actions concerning students, should invite relevant department heads, class advisors, academic advisors, and relevant personnel to attend.

四、學生受記大過以上之獎懲，均應通知其家長或監護人。

4. When a student is rewarded with a major merit or punished with a major demerit, the University should notify the student's parents or guardian in writing.

五、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. The time limit for disciplinary probation is generally set at one semester. However, based on the student's demonstrated improvement and behavior, the duration may be shortened or extended. Students placed on disciplinary probation during the semester must undergo another one-semester disciplinary probation after the review.

第廿條 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 20 Merits and demerits are cumulatively calculated and can cancel each other out, but the previous merits cannot be offset subsequent demerits, and the records cannot be canceled.

第廿一條 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 21 When the Student Affairs Committee reviews significant violations, it should adhere to principles of fairness and confidentiality, understand the facts of the incident, and provide the student involved, as well as their parents or guardians, an opportunity to present their views.

第廿二條 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 22 After making significant decisions, the Student Affairs Committee should notify the student involved, as well as their parents or guardians, of the facts, reasons, and the basis for any awards or disciplinary actions. When necessary, the committee may request the cooperation of parents or guardians for counseling.

第廿三條 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 23 After students are disciplined for significant violations, teachers must carry out follow-up counseling. When necessary, they will collaborate with relevant counseling units to assist students in reforming their behavior. For those requiring long-term counseling, the school may request parental cooperation and seek assistance from social counseling or medical institutions.

第廿四條 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 24 Students who believe that disciplinary measures taken by the school concerning them are illegal or improper and have caused harm to their

rights may submit a written appeal to the 'Student Appeals Committee' of the school.

第廿五條 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 25 If a student receives expulsion or a similar severe disciplinary action, which is sufficient to alter the student's status and harm their educational rights, and the appeal to the school provides no remedy, the student may, according to the law, file an appeal and administrative litigation.

第廿六條 進修部適用本辦法時，層級及程序由進修部辦理，其嘉獎、小功、申誡、小過之獎懲，由進修部會同導師處理，並由校長或授權由進修部核定公布；記大過以上之重大獎懲事項，由進修部學生事務委員會審議。

Article 26 When these regulations apply to the Division of Continuing Education, the levels and procedures are managed by the Division. Commendation, minor merit, warning, and minor demerit are handled by the Division and class advisors, approved and announced by the School President or authorized to the Division to announce. Matters involving major demerits and above are reviewed by the Division of Continuing Education Student Affairs Committee.

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，並報教育部備查，修正時亦同。

Article 27 These guidelines, upon approval by the University Affairs Meeting, shall be submitted for the School President's approval, publicly announced, and implemented. The Guidelines are filed for reference at the Ministry of Education. Amendments are to be dealt with in the same manner.