

# 文藻外語大學學生獎懲辦法

## Wenzao Ursuline University of Languages Guidelines for Student Recognition and Discipline

民國 87 年 07 月行政會議修訂通過 Approved at the Executive Committee meeting in July, 1998  
民國 90 年 08 月 07 日行政會議修訂通過 Amended at the Executive Committee meeting on August 7, 2001  
民國 91 年 03 月 20 日行政會議修訂通過 Amended at the Executive Committee meeting on March 20, 2002  
民國 94 年 12 月 20 日行政會議修訂通過 Amended at the Executive Committee meeting on December 20, 2005  
民國 98 年 06 月 27 日校務會議修訂通過 Amended at the University Affairs Committee meeting on June 27, 2009  
100 年 01 月 08 日校務會議修訂通過 Amended at the University Affairs Committee meeting on January 8, 2011  
100 年 10 月 04 日學生事務會議修正通過 Amended at the Student Affairs Committee meeting on October 4, 2011  
102 年 4 月 30 日行政會議修訂通過 Amended at the Executive Committee meeting on April 30, 2013  
102 年 08 月 06 日行政會議修訂通過 Amended at the Executive Committee meeting on August 6, 2013  
102 年 09 月 06 日校務會議修訂通過 Amended at the University Affairs Committee meeting on September 6, 2013  
102 年 9 月 30 日校長核定配合學校改名大學修訂法規名稱 Ratified by the University President for Change of Document Title in concert with the University's Name Change on September 30, 2013  
102 年 12 月 17 日學生事務會議修訂通過 Amended at the Student Affairs Committee meeting on December 17, 2013  
103 年 5 月 26 日校務會議修訂通過 Amended at the University Affairs Committee meeting on May 26, 2014

### 第一章 總則 Chapter 1 – General Regulations

第一條 本校為鼓勵學生敦品勵學，培養優良校風，依據大學法第32條特訂文藻外語大學學生獎懲辦法(以下簡稱本辦法)。Article I. The Wenzao Ursuline University of Languages Guidelines for Student Recognition and Discipline (hereinafter “Guidelines”) been established in accordance with Article XXXII of the University Act to encourage students to be upright in character and diligent in studies, and to nurture an ethical academic environment.

第二條 本辦法分獎勵、懲罰兩部份：Article II. These Guidelines consist of two parts: merits and demerits.

一、獎勵：區分為嘉獎、小功、大功或特別獎勵【獎品、獎金、獎狀、公開表揚】等。A. Merits are categorized into commendations, minor merits, major merits and special awards (prizes, monetary awards, certificates, public acknowledgements.)

二、懲罰：區分為申誡、小過、大過、定期察看、勒令休學、勒令退學、開除學籍等。B. Demerits are categorized into warnings, minor demerits, major demerits, probations, suspensions, expulsions and revocations of student status.

三、學生之獎懲，除依本辦法所列各條規定辦理外，並應審酌下列因素而審定之：C. Unless otherwise specified in these Guidelines, student merits and demerits should be determined by the following factors:

(一) 動機與目的。1. Motivation and purpose

(二) 態度與手段。2. Attitude and method

(三) 行為之影響程度。3. Impact of action

(四) 行為判斷及控制能力。4. Judgment and ability to self-control

因精神疾病所犯錯誤，得要求接受心理輔導或治療，並得減輕或免除其處分。  
Students who commit mistakes due to mental illness may request psychological counseling or treatment and may receive a reduced form of punishment or be exempt from it.

## 第二章 獎勵 Chapter 2 - Merits

第三條 學生行為有下列各款情形之一，予以記嘉獎乙次或兩次。Article III. Students who have acted in one of the following ways may be awarded one or two commendations:

- 一、參加校內外各項競賽或活動，精神表現優良。A. Participating in competitions or activities on and off-campus and demonstrating remarkable spirit.
- 二、注重公德、熱心公益、愛護公物有具體事實。B. Serving the public good, being a volunteer or protecting public property in concrete ways.
- 三、擔任幹部表現優良。C. Serving well as a class officer.
- 四、生活言行簡約樸實、勤勞守法、服儀整齊，足資楷模。D. Being a model of humility, good citizenship, and proper attire.
- 五、其他相當於以上各款情事。E. Other comparable good conduct.

第四條 學生行為有下列各款情形之一，予以記小功乙次或兩次。Article IV. Students who have acted in one of the following ways may be awarded one or two minor merits:

- 一、代表學校參加各項競賽或活動成績優良，有助於提高校譽。A. Performing well as a representative of the University at a competition or activity and helping to enhance the University' s reputation.
- 二、倡導正當課外活動，成績優異。B. Initiating appropriate extracurricular activities and obtaining exceptional results.
- 三、見義勇為能保全團體或同學之利益。C. Being a good Samaritan, protecting the interests of a group or classmates.
- 四、校外生活行為足以表現校風，有具體事實。D. Demonstrating the University' s spirit in life outside the University in concrete ways.
- 五、擔任幹部負責盡職，有特殊優異表現。E. Serving as a class officer and demonstrating remarkable performance.
- 六、其他相當於以上各款情事。F. Other comparable good conduct.

第五條 學生行為有下列各款情形之一，予以記大功乙次或兩次，並得頒發獎狀。Article V. Students who have acted in one of the following ways may be awarded one or two major merits and certificates:

- 一、有特殊之義勇仁愛行為，經查明屬實，足為全校學生模範。A. Behaving with righteousness, bravery, benevolence and love so as to serve as an example for all students in the University.
- 二、提供優良建議，並能率先力行，增進校譽。B. Providing exceptional recommendations and taking the lead implementing them so that the University' s reputation is enhanced.
- 三、代表學校參加全國性或國際性比賽成績特優。C. Obtaining outstanding results as

representative of the University at national or international competitions.

四、擔任社團【含組織】工作，對於樹立校譽有特殊貢獻。D. Making exceptional contributions student organizations that increase the reputation of the University.

五、其他相當於以上各款情事。E. Other comparable good conduct.

### 第三章 懲罰 Chapter 2 - Demerits

第六條 學生行為有下列各款情形之一，予以記申誡乙次或兩次。Article VI. Students who have acted in one of the following ways may be given one or two warnings:

一、不遵守請假辦法或不假外出。A. Not following procedures for requesting leave or leaving the campus without requesting leave.

二、不良習性經屢誡不改。B. Not correcting bad habits despite repeated directives.

三、服裝儀容不整，未按規定穿著制服或攜帶學校書包。C. Being inappropriately dressed or groomed. Not wearing a uniform or carrying the university book bag.

四、禮貌不週，言行不檢，有失學生本分。D. Being ill-mannered, or being inappropriate in speech and behavior in ways that are unbecoming of a student.

五、擾亂公共秩序或教學活動。E. Disturbing the public order or instructional activities.

六、不履行班會規定或生活公約情節輕微。F. Not obeying class rules and community covenants.

七、遺失有關他人權益之資料、文件。G. Losing materials or documents relevant another person's rights.

八、擔任班級幹部，未盡職責，影響工作推展。H. Not acting responsibly in the role of class officer and delaying execution of tasks.

九、無故未出席班級幹部訓練。I. Being absent without cause from class officer training sessions.

十、新生未依規定完成健康檢查。J. New students not completing health examinations as required.

十一、其他相當於以上各款情事。K. Other comparable misconduct.

第七條 學生行為有下列各款情形之一，予以記小過乙次或兩次。Article VII. Students who have acted in one of the following ways may be given one or two minor demerits:

一、違反前條所列各款情事而情節嚴重。A. Seriously violating any of the items in the article above.

二、任意損害公物及合法張貼之公告、海報。B. Purposely destroying public property, announcements or posters.

三、違反考試規則，情節較輕微。C. Breaking minor examination rules.

四、有虛偽意思表示或不實變更登載：D. Misrepresenting or falsely changing records

- (一)偽造、塗改個人請假事由。1. Falsifying or changing reasons for taking leave.
- (二)冒用他人學號。2. Fraudulently using another student's student ID number.
- (三)唆使點名同學做不實登載或缺曠不予登記。3. Encouraging classmates taking roll to make false records or to not record absences.
- (四)做偽證欺瞞師長。4. Bearing false witness to deceive faculty or staff.
- 五、無照駕駛汽、機車及騎乘機車未戴安全帽。E. Driving without a license, riding a scooter without a license or riding a scooter without a helmet.
- 六、擅自接用電源使用電器設備或置放易燃危險物品，危害學校安全。F. Connecting electrical equipment without authorization or storing inflammable or hazardous materials, endangering university safety.
- 七、年滿 18 歲於非吸菸區吸菸，或專科部一至三年級學生於校內任何場所吸菸，經查明屬實。G. Verified instances of students over 18 smoking in non-smoking areas or students in the 1st, 2nd and 3rd years of junior college smoking anywhere in the University.
- 八、毆打同學或互毆情節輕微。H. Striking classmates or engaging in fights.
- 九、攀爬牆壁或窗戶進出校區及宿舍。I. Entering the campus or dormitories through climbing walls or windows.
- 十、在校外行為不檢有損校譽。J. Behaving inappropriately off-campus and damaging the University's reputation.
- 十一、未善盡義務遺失有關組織權益之重要資料、文件，致使損害社團、組織財產。K. Losing important materials and documents causing damage to an organization or its property.
- 十二、未經允許，擅自利用學校任何資源從事非關學習、研究之活動或違法行為。L. Using University resources to conduct illegal activities or activities unrelated to learning or research.
- 十三、未經允許，擅自進入學校辦公室、資源教室及教師研究室。M. Entering University offices, resource classrooms and professors' offices without permission.
- 十四、未經管理單位同意擅自帶非住宿生進入宿舍等處所或進入異性宿舍。進入寢室，加重處分。N. Allowing non-dormitory occupants to enter a dormitory or allowing entry to the dormitory of students of another gender without permission of the administrative unit. Entering a dorm room incurs a more severe punishment.
- 十五、強行佔用財物或拾獲物隱匿不報，據為己有。O. Forcibly taking possession of money or property or failing to report found objects.
- 十六、對他人性騷擾或性霸凌，情節輕微。P. Committing a minor act of sexual harassment or assault towards another person.
- 十七、違反智慧財產或校園網路使用規範，有下列情形經查獲：Q. Found violating

intellectual property or campus network regulations.

- (一) 在校內推銷、販賣盜版光碟、影帶、書刊等違反著作權法或仿冒物品。1. Promoting or selling pirated DVDs, tapes, and books that violate intellectual property laws or counterfeit goods on campus.
- (二) 未經允許開拆、以機器透視或以他法窺視他人之封緘、包裹信函、電子郵件、電腦檔案及隱匿他人之文書或圖書。2. Opening or using devices to view other people's letters, packages, electronic mail, or computer files without their consent or concealing their documents or books.
- (三) 利用電腦網路惡意散佈不良資訊或破壞系統之正常運作。3. Using computer networks to maliciously disseminate adverse information or disrupting the normal operation of the system.
- (四) 以破解、盜用或冒用他人帳號及密碼或其他類似方式，未經授權使用網路資源。4. Using network resources without permission by hacking into, stealing or impersonating another person's account and password.
- (五) 侵犯他人智慧財產權，情節輕微。5. Committing a minor violation of another person's intellectual property rights.

十八、無故洩漏他人之帳號及密碼；冒用他人證件；將自己證件帳號借予他人使用，致使損害於他人。R. Revealing another person's account and password without cause, fraudulently using other people's documents, lending one's documents or accounts to others resulting in harm.

十九、其它相當於以上各款情事。S. Other comparable misconduct.

第八條 學生行為有下列各款情形之一，予以記大過乙次或兩次。Article VIII. Students who have acted in one of the following ways may be given one or two major demerits:

- 一、違反前條所列各款情事而情節嚴重。A. Violating any of the items in the article above in a serious way.
- 二、考試作弊。B. Cheating on an exam.
- 三、意圖篡改學校資訊系統資料。C. Attempting to change information in the University's information system.
- 四、竊盜、賭博及酗酒行為，經查明屬實。D. Found guilty of stealing, gambling or abusing alcohol.
- 五、冒用或偽造師長或家長之文書、印章或簽名。E. Fraudulently using or forging letters, seals, or signatures of faculty, staff or parents.
- 六、以言語侮謾師長，侮辱、誹謗、脅迫他人情節較重。F. Verbally insulting faculty or staff or committing a minor act of abuse, defamation, or coercion.
- 七、校內外滋事，情節重大，有損校譽。G. Committing a serious act of stirring unrest on or off-campus that damages the University's reputation.
- 八、未經允許擅自重製、公開展示、散布、洩漏、偽造、變更或破壞學校或他人電腦文件記錄、程式或磁碟檔案。具有本項行為而販售圖利加重處分。H. Reproducing, publicly displaying, disseminating, leaking, forging, altering or

destroying computer files, programs or documents belonging to the University or another person without permission. More severe disciplinary actions are imparted on students making a profit from these actions.

九、於校園內發生妨害風化行為。I. Acting indecently on campus.

十、蓄意破壞學校公物、宿舍安全門鎖。J. Intentionally damaging University property or dormitory fire exits.

十一、對他人性騷擾或性霸凌，情節嚴重。K. Committing a serious act of sexual harassment or assault towards another person.

十二、利用電腦網路或其他方式，公然侮辱、毀謗、惡意攻訐學校或他人。散佈他人隱私圖片、照片者加重處分，經變造者亦同。L. Using computer networks or other means to publicly insult, defame, maliciously attack the University or other people. Students who disseminating private images or photographs, or alter them receive a more severe disciplinary action.

十三、利用電腦網路或其他方式，散布詐欺、猥褻、騷擾、非法軟體交易或其他非法訊息。M. Using computer networks or other means to disseminate scams or obscenity, to harass, or to exchange pirated software or other illegal information.

十四、侵犯他人智慧財產權，情節嚴重。N. Committing a serious violation of another person's intellectual property rights.

十五、其他相當於以上各款情事。O. Behaving in other ways comparable to the ones stated above.

第九條 學生行為有下列各款情形之一，予以定期察看。Article IX. Students who have acted in one of the following ways may be given probation:

一、違反前條所列各款情事而情節嚴重。A. Violating any of the items in the article above in a serious way.

二、威脅恐嚇毆打師長及同學。B. Threatening, intimidating or assaulting faculty, staff or students.

三、不法持有或吸食麻醉禁藥或違禁毒品。C. Illegally possessing or using banned narcotics or illicit drugs.

第十條 學生行為有下列各款情形之一，予以勒令休學一年以上。Article X. Students who have acted in one of the following ways may be suspended for a more than a year:

一、違反前條所列各款情事而情節嚴重。A. Violating any of the items in the article above in a serious way.

二、參加校外非法集團。B. Participating in an illegal group outside the University.

三、偷竊行為，情節嚴重。C. Committing a serious act of theft.

四、操行成績不及格。D. Receiving a failing grade in conduct.

五、故意縱火或危害公共安全。E. Committing arson or endangering public safety.

- 六、蓄意持械傷人。F. Deliberately hurting another person with a weapon.
- 七、觸犯刑法，經法院判處有期徒刑確定，緩刑不在此限。G. Violating criminal law and being sentenced by a court for a fixed-term imprisonment. This disciplinary action does not apply to a suspended sentence.
- 八、在校期間，受定期察看處分累計二次或不知悔改。H. Being on probation twice while attending the University or being unrepentant.

第十一條 學生行為有下列各款情形之一，予以勒令退學。Article XI. Students who have acted in one of the following ways may be expelled:

- 一、觸犯刑法或相關法令，經法院判決須服刑。A. Violating criminal or related laws and being sentenced to prison by a court.
- 二、不法販賣或製造毒品、安非他命或其他麻醉藥品。B. Illegally selling or manufacturing drugs, amphetamines or other narcotics.
- 三、對他人有性侵害、性霸凌、性騷擾之情事，經本校或檢調單位調查屬實。惟應屆畢業生於調查階段應保留當學期操行成績之評定，其畢業證書應暫緩核發至調查結果確定為止。C. Sexually assaulting, bullying or harassing another person confirmed by investigations by the University or prosecuting unit. Graduating students do not receive their conduct grades while the investigation is on-going. Their diplomas are held until the conclusion of the investigation.

第十二條 學生行為有下列各款情形之一，予以開除學籍。Article XII. Students who have acted in one of the following ways may have their student statuses revoked:

- 一、假借、冒用、偽造或變造學經歷證件入學。A. Borrowing, falsely using, forging or changing academic documents to gain admission.
- 二、入學後經發現入學考試舞弊，經學校查證屬實。B. Cheating on the entrance exam as verified by the University after being admitted.

#### 第四章 相關規範 Chapter 4 - Related Regulations

第十三條 學生單一行為，觸犯多項處分條文或其方法與結果有牽連關係，從重處斷。

Article XIII. If a student's single action violates many rules or the methods and results are related, disciplinary action is based on the most serious transgression.

第十四條 定期察看學生應受下列各款之限制：Article XIV. Students on probation must abide by the following:

- 一、學生於定期察看執行前，應由系教官偕同簽立保證書，並同時向諮商與輔導中心報到。於定期察看期間，應接受諮商與輔導中心及軍訓室輔導。A. Before the start of the probationary period, students must meet with their military instructors and sign a promissory letter. They must also report to the Counseling Center. During the time on probation, students receive counseling from the Counseling Center and the Military Education Office.
- 二、定期察看當學期操行成績以六十二分起算。B. Conduct scores for students on probation start at 62 points.

三、定期察看期間，如再受記過以上之處分，即予以強制勒令休學。C. Students who are disciplined with a demerit or more severe punishment while on probation shall be expelled.

四、當學期休學，則同時解除定期察看之處分，不延至復學後執行。D. Students who withdraw from the current semester are not placed on probation. Probation does not extend to the time after readmission.

第十五條 學生違犯校規情有可原，得減輕其處分，但不適用累犯。Article XV. Disciplinary actions can be lightened if students' violations of the Code of Conduct have extenuating circumstances but this does not apply to repeat offenders.

第十六條 學生獎懲紀錄均須記載於學生操行考核表。大功或小過以上，須另行通知其家長或監護人。Article XVI. Students' records of recognitions or disciplinary action are stated in their conduct evaluation form. Parents or guardians must be notified about recognitions or disciplinary actions beyond major commendations and minor demerits.

第十七條 學生學期操行總成績得依其所受獎懲事項，按『文藻外語大學學生操行成績考查辦法』核計之。Article XVII. Students' semester conduct grades with points added for recognitions and deducted for disciplinary actions are calculated according to the Wenzao Ursuline University of Languages Guidelines for Assigning Conduct Grades.

第十八條 學生獎懲處理程序：Article XVIII. Procedures for issuing recognitions and imparting disciplinary actions:

一、嘉獎及申誡之獎懲，大學部由簽報單位（人）簽請生活輔導組組長核定，專科部則由副學生事務長核定。A. Commendations and warnings for students in the University Division are submitted by the reporting unit for approval by the Manager of the Student Assistance Section. Commendations and warnings for students in the Junior College Division are submitted by the reporting unit for approval by the Assistant Dean of Student Affairs.

二、小功及小過之獎懲，由簽報單位（人）簽請學生事務長核定公布。B. Minor merits and demerits are approved and announced by the Dean of Student Affairs.

三、大功及大過以上之獎懲，均簽請校長核定公布。C. Major merits and higher commendations as well as major demerits and more severe disciplinary actions are approved and announced by the University President.

四、屬情節重大者，由提報單位於事件發生後，提請學生獎懲委員會討論，並於議決後簽請校長核定。D. When major issues arise, they should be brought to the Student Recognition and Discipline Committee for discussion. Its decision must later be ratified by the University President.

五、小過以上之處分，檢附學生自述表，以示慎重，併同獎懲建議表會簽導師及有關人員。E. Students disciplined with minor demerits or more severe actions must write a statement to convey seriousness. The statement and

disciplinary action forms are sent to class supervisors and related staff.

#### 第五章 救濟 Chapter 5 - Remedies

第十九條 受處分學生於收到處分書後，於次日起10日內向生活輔導組提出申復，由生活輔導組回函寄達申復學生。若申復學生仍有不服，得依本校學生申訴評議辦法提出申訴。 Article XIX. Within ten days after receiving written notification of the disciplinary actions imparted, students may present an appeal to the Student Assistance Section. The Student Assistance Section shall respond to the appellants in writing. Students unsatisfied with the responses can submit a grievance following the Guidelines for Student Grievances.

第二十條 凡受大過以下之處分且深具悔意者，得依本校學生違規銷過實施要點提出申請註銷處分紀錄，實施要點另訂之。 Article XX. Students who are given disciplinary actions lesser than major demerits and express deep remorse may request removal of disciplinary action records according to the University's Implementation Guidelines for Cancellation of Disciplinary Actions. These guidelines appear in a separate document.

#### 第六章 附則 Chapter 6 - Appendix

第二十一條 本辦法經學生事務會議通過，經校務會議審議及校長公告後實施，並報教育部備查，修正時亦同。 Article XXI. These Guidelines become effective upon approval by the Student Affairs Committee, deliberation by the University Affairs Committee, and ratification by the University President. They are also sent to the Ministry of Education for future reference. Amendments follow the same procedure.