

國立臺北藝術大學學生獎懲辦法
Taipei National University of the Arts
Regulations for Student Rewards and Punishments

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第一章 總則

Chapter One General Provisions

第一條 國立臺北藝術大學(以下簡稱本校)為培養學生自治自律之處世態度,樹立優良學風,依據大學法第三十二條訂定本辦法。

Article 1 The Taipei National University of the Arts (hereafter the University), in order to instill in students an attitude with which they can show self-discipline and to establish an exemplary educational environment, made this set of regulations in accordance with Article 32 of the University Law.

第二條 學生之獎懲,除有特別規定外,悉依本辦法處理。

Article 2 The rewards and punishments for students, unless otherwise stated, are all governed by this set of regulations.

第三條 學生獎勵,分嘉獎、記小功、記大功、表彰(頒榮譽獎狀、獎旗、獎章)四種。嘉獎三次相當記小功一次,記小功三次相當記大功一次。

Article 3 There are four kinds of rewards for students: Commendations, merits, major merits and honors (students shall receive certificates, pennants or medals of honors). Three commendations equal to one merit, and three merits equal one major merit.

第四條 學生之懲罰，分為導正教育、申誡、記小過、記大過、定期察看、定期停學、退學及開除學籍等八種。

導正教育分為告誡、服務、停權、賠償、認養。並得個別或與其他懲處同時執行學生受定期察看或定期停學之處分，其期限之長短由學生事務會議審議決定之申誡三次相當記小過一次，記小過三次相當記大過一次。

Article 4 There are eight kinds of punishments for students: Remedial education, censures, demerits, major demerits, observation, suspension, withdrawal, and revocation of student status. There are different forms of remedial education: warnings, services, suspension of rights, damages and adoption. Any of these may be carried out individually or simultaneously with other punishments.

第五條 學生停（休）學期間，如有表現優異或違法犯紀行為者，本校得審視情節，給予必要之獎懲，並列入紀錄。

Article 5 Students who are taking a leave of absence from their study may still receive rewards or punishments if they show excellent performance or violate the law of the nation. The records of the rewards and punishments will be entered into the University's official records.

第六條 獎懲之裁定應符合比例原則，核定之獎懲類別應與學生優良或違規行為之情節輕重相當，且應參酌與該行為相同之裁定先例。

獎懲若涉及個人隱私或有必要時，獎懲決定之過程及結果應予保密。

Article 6 Rewards and punishments shall be determined in accordance with the principle of proportionality. The rewards and punishments must fit the students' good deeds or violations, and previous similar cases should serve as a basis for judgment.

If the rewards or punishments involve privacy issues or if necessary, the decision process and the results shall not be made public.

第二章 獎勵

Chapter Two Rewards

第七條 學生有下列情形之一者，得予以嘉獎：

Articles 7 Students shall receive commendations for the following deeds:

一、熱心公益，樂善好施，勇於助人，有具體事實者。

1. Those who are keen to participate in charity, generous and eager to help others, granted that there is solid proof.

二、拾物（金）不昧者（貴重財物可予以記小功）。

2. Those who return things (money) that others have lost (if it is a case involving valuable items, a merit may be given).

三、擔任班級或其他學生自治性社團各級負責人，熱心負責，表現優良者。

3. Those who are class leaders or in charge of other student self-regulatory bodies, demonstrating enthusiasm, responsibility and excellent performance.

四、協助社團工作推展，成績優良者。

4. Those who help with student club affairs, with excellent results.

五、有其他相當於上列各款情事者。

5. Other deeds comparable to those as described in the preceding subparagraphs.

第八條 學生有下列情形之一者，得予以記小功：

Article 8 Students shall receive merits for the following deeds:

一、全學期服行公勤或社團活動成績特優者。

1. Those who have excellent results doing public services or handling student club activities for the entire semester

二、代表學校參加校外活動，服務工作表現優異，足為同學楷模者。

2. Those who have excellent performance representing the school in outside activities and services, making themselves good examples for other students.

三、代表學校參加地區性比賽獲得前三名者。

3. Those who represent the school in regional competitions with a top-three finish.

四、代表學校參加全國性比賽獲獎者。

4. Those who win prizes representing the school in national contests.

五、增進團體福利有具體事實者。

5. Those who improve group welfare with solid proof.

六、協助處理特殊事故得當者。

6. Those who extend proper assistance in handling extraordinary incidents.

七、有其他相當於上列各款情事者。

7. Any deeds comparable to the ones as described in the preceding subparagraphs.

第九條 學生有下列情形之一者，得予以記大功或表彰：

Article 9 Students shall receive major merits for the following deeds:

一、在校內外有裨益國家社會或增進校譽，有具體表現者。

1. Those who advance the interest of the nation or enhance the University' s reputation because of their substantial performance inside or outside the University

二、見義勇為、冒險犯難、捨己為人，堪為青年楷模者。

2. Those whose courageous, righteous and selfless deeds set good examples for young people.

三、代表學校參加全國性比賽獲得冠軍者。

3. Those who win the top prizes representing the University in national competitions.
- 四、愛護學校有事實表現，足以增進學校發展者。
4. Those who show great love for the University with substantial deeds that advance the development of the University.
- 五、代表學校參加各項活動足以增進本校榮譽者。
5. Those who represent the University in various activities to advance the University' s reputation.
- 六、參加國際性比賽表現優異者。
6. Those who participate in international contest with excellent results.
- 七、有其他相當於上列各款情事者。
7. Any other deeds comparable to the ones as described in the preceding paragraphs.

第三章 懲罰

Chapter Three Punishments

第十條 學生有下列情形之一者，得施以導正教育：

Article 10 Students showing any of the following behavior shall receive remedial education.

- 一、學生行為不當，情節較輕者，由師長或相關單位人員予以口頭、書面告誡或勞動服務。
1. Students whose misdeeds are not serious shall see teachers or related personnel give them verbal warnings, written warnings or assign them community services.
- 二、學生行為不當，且其認知或心理狀況有待輔導者，由相關單位予以講習或輔導。
2. Students who have misbehaved and whose psychological conditions warrant counseling shall receive counseling or lectures organized by related offices.
- 三、遺失、毀損或擅自移動公物者，應依規定復原或賠償。
3. Students who inflict losses or damage, or move public objects without permission shall pay damages or restore the objects back to their original conditions or places.

第十一條 學生有下列情形之一者，得予以記申誡：

Article 13 Students shall receive censures under one of the following circumstances:

- 一、有欺罔行為情節較輕者。
1. Those who cheat, with the offenses adjudged to be relatively minor.
- 二、拒絕接受導正教育或接受導正教育後之再犯者。
2. Those who refuse to accept remedial education or repeat their

misdeeds after receiving remedial education.

三、侮辱或惡意攻訐同儕或教職員工，情節較輕者。

3.Those who maliciously insult or criticize peers or the University' s teachers and staff.

四、不守公共秩序，經勸告仍不改正者。

4.Those who fail to obey public order and refuse to comply after warning.

五、任意破壞學校公告及合法張貼物者。

5.Those who vandalize notices that are posted by the University or other materials that are posted with the University' s authorization.

六、擔任班級或其他學生自治性社團各級負責人未盡職責者。

6.Those who serve as class or student body leaders but fail to fulfill their responsibilities.

七、參加學校活動不守紀律，經勸告仍不改正者。

7.Those who fail to observe disciplinary when attending school activities and refuse to comply after being warned.

八、校內駕(騎)汽機車違規肇事或騎乘機車未戴安全帽者。

8.Those who cause accidents while driving or riding vehicles on campus, or who ride motorcycles without wearing helmets.

九、任意塗抹或毀損牆壁，蓄意移除或破壞公物，情節較輕者。

9.Those who vandalize or draw graffiti on walls, or those who vandalize or remove school property, in cases where the offences are adjudged to be relatively minor.

十、叫囂喧嘩、製造噪音或髒亂，影響校園安寧或環境衛生，不聽勸止，情節較輕者。

10.Those who create noises or wastes that affect the quietness or hygiene of the campus, and who fail to stop after being cautioned, in cases where the offences are adjudged to be relatively minor.

十一、違反各行政及學術單位所定空間、設施、環境、活動等相關規範，情節較輕者。

11.Those who violate the regulations set by various administrative and academic bodies of the University governing the use of spaces and facilities, the maintenance of the campus environment, and the holding of activities, in cases where the offences are adjudged to be relatively minor.

第十二條 學生有下列情形之一者，得予以記小過：

Article 12 Students shall receive demerits for the following deeds:

一、具前條所列各款之再犯或情節較重者。

1.Those who repeat the offences as described in the preceding article or commit such offences in a more serious manner.

二、毆打同學，情節較輕者。

2. Those who physically attack other students, but the offences are relatively minor.

三、聚眾鬥毆之在場助勢者。

3. Those who giving support to others engaged in an affray.

四、冒用證件或將證件借給他人使用，情節較輕者。

4. Those who use others' ID papers or lend their own ID papers to others, but the offences are relatively minor.

五、違反考場規則者。

5. Those who violate regulations governing examination rooms.

六、未依各系、所規定申請核准，私自參加校外展演活動，致影響系、所教學或展演規劃，情節重大者。

6. Those who take part in off-campus exhibitions and performances without authorization from their departments and the offences are adjudged to be serious.

七、故意或重大過失行為，影響校園安全或公共安全，情節較輕者。

7. Those whose deliberate or major acts of misbehavior that compromise campus or public safety, in cases where the offences are adjudged to be relatively minor.

八、管理公款有不當使用、挪用，帳目不清等情事，情節較輕者。

8. Those who misuse, misappropriate or fail to account for the public funds they manage, but the offences are relatively minor.

九、未依規定駕(騎)駛汽、機車闖入校園者，或不遵守規定路線行駛者。

9. Those who drive or ride their vehicles into the campus without following the regulations, or fail to follow designated routes.

十、有擾亂學校正常教學，破壞學校安寧之行為，情節較輕者。

10. Those who disrupt teaching routines, campus order, but the offences are relatively minor.

十一、無故侵入他人研究室、寢室，或擅自翻(拆)啟他人私有物件(含電腦資料)，情節較輕者。

11. Those who break into others' research rooms, dormitory rooms, or rummage through and open other's personal belongings (including computer data), but the offences are relatively minor.

十二、非住宿生未依規定完成申請，擅自進入宿舍者。

12. Non-residents who enter dormitories without completing required applications.

十三、違規停車經上鎖後，擅自移動車輛者。

13. Those who, without permission, drive away their illegally parked vehicles that have been locked by the authorities.

十四、以言語、文字、圖像(含使用網路)或類似之方式，散佈謾罵毀謗或侮

辱等訊息，情節較輕者。

14. Those who use spoken or written language, images (including those sent through the Internet), or other similar means to spread defamatory or insulting messages, in cases where the offences are adjudged to be relatively minor.

十五、篡改他人網頁、架設網站提供上下載非法暨未經授權軟體、圖像及多媒體檔案或相關網路違規行為者。

15. Those who alter others' websites without authorization; set up websites to host services for downloading and uploading illegal and unauthorized software, images and multimedia files; or commit other Internet-related violations.

十六、侵犯他人智慧財產權，情節較輕者。

16. Those who infringe on others' intellectual property rights, but the offences are relatively minor.

十七、涉及性騷擾、性霸凌情事，情節尚輕，經本校性別平等教育委員會調查認定屬實者。

17. Those who commit sexual harassment or sexual bullying in cases where the offences are adjudged to be relatively minor and established as true by the University's Gender Equality Education Committee.

十八、違反校園網路使用規範，有下列情形者：

18. Those who commit the following violations concerning the use of the University's internet connection:

(一)散佈電腦病毒或其他干擾或破壞系統機能之程式。

(1) Disseminating computer viruses or using other forms of interference or programs to disable the functions of the system.

(二)濫用網路資源，影響系統之正常運作。

(2) Abusing the Internet resources, affecting the normal running of the system.

第十三條 學生有下列情形之一者，得予以記大過：

Article 13 Students shall be given major demerits or put under observation under one of the following circumstances:

一、具第十二條第二至十七款之再犯或情節較重者。

1. Those who commit the violations as described in Subparagraphs 2 to 17 of Article 12 in cases where the offences are adjudged to be relatively serious.

二、偽造、變造、冒用、假借他人證件或將個人證件不當借與他人使用，情節較重者。

2. Those who forge or alter ID papers, use others' ID papers without permission, borrow others ID papers, or lend their own ID papers

- to others, and the offences are adjudged to be serious.
- 三、妨害教職員工生執行公務者。
3. Those who obstruct teachers and staff carrying out their duty.
- 四、考試舞弊者。
4. Those who cheat on examinations.
- 五、有賭博、竊盜、侵占他人財物或破壞他人物品者。
5. Those who commit gambling or theft offences, or misappropriate or damage others' property.
- 六、毆人、互毆、或聚眾鬥毆，情節較重者。
6. Those who physically attack others, attack each other, or engage in an affray, and the offences are adjudged to be serious.
- 七、故意毀損公物、文件、圖書或教學設備者。
7. Those who intentionally vandalize the University's objects, documents, books or teaching equipment.
- 八、觸犯刑法，經法院或學校查證屬實，情節輕微者。
8. Those whose criminal offences have been proven by court or the University, with the offences adjudged to be relatively minor.
- 九、吸食、施打或非法持有毒品、安非他命或其他麻醉品者。
9. Those who use or possess drugs, amphetamines or other narcotics.
- 十、酗酒滋事者。
10. Drunk rowdies.
- 十一、管理公款有浮報、濫用、挪用或帳目不清等情事，情節較重者。
11. Those who are involved in false claims, misuse, misappropriation or dubious accounting while managing public funds, and the offences are adjudged to be serious.
- 十二、非住宿生未依規定完成申請，擅自進入宿舍，經勸阻或驅離無效，且態度傲慢者。
12. Non-residents who enter dormitories without completing required applications, and who defiantly refuse to leave despite the authorities' warnings or attempts to force them to leave.
- 十三、在校內儲存危險物或非法持有違禁物品者。
13. Those who store dangerous materials or prohibited items on campus.
- 十四、擅自偷改成績、學籍等相關資料，情節較輕者。
14. Those who alter their transcripts, enrollment registration or other data without authorization, with the offences adjudged to be serious.
- 十五、有妨害風化行為，情節嚴重者。
15. Those who commit serious sexual offences.
- 十六、建立色情、暴力、販毒、賭博等非法網站或其它利用網路從事不法行為，情節嚴重者。

16. Those who set up illegal websites for pornography, violence, drugs, gambling or others, or use the Internet to conduct illegal activities, with the offences adjudged to be serious.

十七、以言語、文字、圖像(含使用網路)或類似之方式，散佈謾罵毀謗或侮辱等訊息，情節較重者。

17. Those who use spoken or written language, images (including those sent through the Internet), or other similar means to spread defamatory or insulting messages, in cases where the offences are adjudged to be relatively serious.

十八、篡改學校、政府機關各單位網頁；或者入侵學校、他人所屬電腦、伺服器，從事破壞、修改、竊取、擅自瀏覽他人文件檔案等相關資訊者。

18. Those who hack into and alter the University website or those belonging to government bodies; or those who hack into the computers and servers belonging to others with the intention to vandalize, alter, steal and browse others' documents and files without permission.

十九、架設網站提供上下載非法暨未經授權軟體、圖像及多媒體檔案或相關網路違規行為，情節嚴重者。

19. Those who set up websites to host services for downloading and uploading illegal and unauthorized software, images and multimedia files, or commit other Internet-related offences, with the offences adjudged to be serious.

二十、侵犯他人智慧財產權，情節嚴重者。

20. Those who seriously infringe on others' intellectual property rights.

二十一、涉及性騷擾、性霸凌情事，情節較重，經本校性別平等教育委員會調查認定屬實者。

21. Those who commit sexual harassment or sexual bullying in cases where the offences are adjudged to be relatively serious and established as true by the University's Gender Equality Education Committee.

二十二、參與校外升學考試發生舞弊情事者。

22. Those who cheat on outside school admission examinations.

第十四條 違反前條第二至二十二款之規定，屢勸不聽或累犯者，得予以定期察看。

Article 14 Those who commit the offences as described in Subparagraphs 2 to 22 of the preceding Article, and who fail to heed repeated cautions or are repeat offenders, shall be put under regular observation.

凡受定期察看處分之學生，不論過去有無功過，均以兩大過兩小過計之。

Students who are put under observation, whether or not they have previously received any rewards or punishments, shall be registered as having two major demerits and two minor demerits in total

受定期察看處分之學生，如有忠勇事蹟，對學校社會國家有重大貢獻，或自定期察看處分起一年內，學業品行均有顯著進步，得陳請撤銷定期察看或依其功獎抵銷。

For those students who are put under observation, if they perform virtuous acts, make great contributions to the University, society or country, or show significant improvements in their studies and conduct, within a year of the beginning of the observation period, they can ask to be removed from the observation list or have their merits cancel out the demerits.

第十五條 學生有下列情形之一者，予以定期停學：

Article 15 Students shall be suspended for a certain period under one of the following circumstances:

一、違反第十三條第二至二十二款之規定，其情節嚴重但知悔悟者。

1. Those who commit the offences as described in Subparagraphs 2 to 22 of Article 13 with the offences adjudged to be relatively serious but the offenders showing remorse.

二、定期察看期間，再犯記申誡以上之處分者。

2. Those who commit offences that warrant censures or more severe punishments during the observation period.

三、定期察看撤銷後，再犯過失累計達小過以上者。

3. Those who, after being removed from observation, commit offences cumulating in punishments equivalent to one demerit or more.

第十六條 學生有下列情形之一者，得予以退學：

Article 16 Students shall be withdrawn from the University under one of the following circumstances:

一、違反第十三條第二至二十二款之規定，其情節嚴重者。

1. Those who commit the offences as described in Subparagraphs 2 to 22 of Article 13 with the offences adjudged to be serious.

二、定期停學期滿，未按規定依時限申請復學者。

2. Those who fail to apply for resumption of study after the end of their suspension.

三、定期停學註銷後，再犯重大過失者。

3. Those who commit serious offences after the suspension ends.

四、聚眾要挾、挑撥離間製造事端，嚴重危害校園安全者。

4. Those who incite riots or provoke hatred, creating trouble that seriously compromise campus safety.

五、考試時找人代考或代人考試，或第二次舞弊者。

5. Those who have others sit for their examinations, or those who sit for examinations for others, or those who cheat on examinations for a second time.

六、毆打師長或持械傷人者。

6. Those who physically attack teachers or use weapons to inflict bodily harm on others.
- 七、參加犯罪組織或活動者。
7. Those who join criminal organizations or activities.
- 八、販賣或非法製造毒品、安非他命或其他麻醉品者。
8. Those who illegally sell or manufacture drugs, amphetamines or other narcotics.
- 九、功過相抵後，所受處分累計大過三次者。
9. Those who still have three major demerits remaining after their merits fail to cancel out all of their demerits.
- 十、觸犯國家最輕本刑三年以上，經法院有罪判刑確定者。
10. Those who have been convicted by court of criminal charges carrying minimum imprisonments of three years.
- 十一、蓄意破壞學校安全設備或行為嚴重影響校園安全者。
11. Those who intentionally vandalize the school's security facilities, or whose behavior seriously compromises campus security.
- 十二、參與校外升學考試發生舞弊，情節嚴重者。
12. Those who cheat on outside school admission examinations, with the offences adjudged to be serious.
- 十三、涉及性騷擾、性霸凌情節嚴重或性侵害情事，經本校性別平等教育委員會調查認定屬實者。
13. Those who commit serious sexual harassment, sexual bullying or sexual assault and whose offences are established as true by the University's Gender Equality Education Committee.

第十七條 學生有下列情形之一者，得予以開除學籍：

Article 17 Students shall see their student status revoked under one of the following circumstances:

- 一、違反前條第四至十三款之規定，且違犯程度重大，認定應予開除學籍者。
 1. Those who commit offences as described in Subparagraphs 4 to 13 of the preceding Article, and whose offences are so serious that the offenders are adjudged to deserve the revocation of their student status.
- 二、所繳入學證件有偽造、變造或借用情事者。
 2. Those who submit enrollment documents that are fake, doctored or borrowed from others.
- 三、入學後經發現入學考試舞弊，經學校查證屬實者。
 3. Those who are found to have cheated on examinations for admission to the University.

第四章 獎懲程序

Chapter Four Reward and Punishment Procedures

第十八條 學生有功過事實，經相關人員書面通知學務處，由生活輔導組會同導師，該系、所主管查明屬實後簽辦，必要時得請學生諮商中心老師協助處理。為懲處建議前，應予學生陳述理由與申辯之機會。

Article 18 Students' good deeds and offences shall be reported to the Office of Student Affairs by related personnel in writing. The case shall be jointly verified by the Guidance Section along with the class adviser and department administrator. When necessary, counselors from the Center for Student Counseling shall be asked to help. Before any punishments are suggested, the students must be given opportunities to defend themselves and make appeals.

第十九條 嘉獎、記小功、申誡、記小過之獎懲案由學務長核定後公布。記大功、記大過以上之獎懲案，須經本校學生事務會議通過後，陳請校長核定，開會時導師須列席，學生個人及相關人員得以書面或列席說明，惟有關違反性別平等相關案件，為顧及學生尊嚴避免重複詢問，得由調查單位代為說明。

Article 19 Commendations, merits, censures and demerits shall be announced after approval by the Dean of Student Affairs. Cases of major merits, major demerits and beyond shall be approved by the University's Student Affairs Meeting and finalized by the University's President. The Student Affairs Meeting shall invite the class advisers to attend, while the students involved and related personnel may present their explanations in person or in writing. However, if it is a case concerning gender equality, the unit investigating the case shall be allowed to present the explanations on behalf of the students involved, which is meant to protect the students' dignity that may otherwise be harmed by repeat questioning.

第二十條 學生獎懲經核定，即行公布並通知當事人，惟學生獎懲在一個大功或大過以上者，均須通知其家長或監護人。為重大之懲處，必要時並得函請其家長或監護人配合輔導事宜。

Article 20 After the rewards and punishments are determined, they shall be announced immediately, and the students shall be informed of the decisions. For rewards and punishments exceeding one major merit or one major demerit, the students' parents or guardians must be informed of the decisions. When major punishments are administered, the parents or guardians may be asked to help with the counseling of the students if necessary.

- 第二十一條 學生行為之懲罰，除依照本規定所列標準處理外，得審酌學生之年齡、年級、平日之表現、行為之動機與目的、態度與手段，及行為結果之影響等情況，作為加重或減輕之依據。
- Article 21 The punishment of a student, apart from following the standard procedures as stipulated in this set of regulations, shall also consider the student' s age, class, usual behavior, purpose, motive, attitude and the measures employed, as well as the consequences of the misconduct.
- 第二十二條 學生獎懲案件，經規定程序處理完畢即告結案，惟經申訴獲得確認或事後發現新的證據事實資料，而於承辦過程中未能適時取得者，得重新簽辦處理。
- Article 22 Cases of rewards and punishments are closed once the stipulated procedures are complete. However, if an appeal is ratified or new evidence is found, the case shall be reopened.
- 第二十三條 學生觸犯校規，在學校未發覺其犯有本辦法之懲罰行為前，即主動向學務處自首者，得減輕其處分。
- Article 23 Students who commit offences that are punishable under this set of regulations but turn themselves in before the University discovers the offences shall be given reduced punishments.
- 第二十四條 學生對於學校之獎懲處分，認有違法或不當並損及其個人權益者，得依本校學生申訴處理辦法之規定，向學生申訴評議委員會提出申訴。
- Article 24 Students who hold that the University' s punishments for them are illegal or improper, and harm their personal rights, may file an appeal with the Students Appeal Committee in accordance with the University' s regulations governing complaints and appeals by students.
- 第五章 附則**
Chapter Five Appendices
- 第二十五條 學生在校期間，所受獎懲，功過得以相抵，但不能取消記錄；惟依本校「學生銷過實施要點」或「七年一貫制大學先修班學生改過銷過實施要點」辦理者除外，要點另訂之。
定期察看、定期停學、退學或開除學籍者，概不因以前曾受獎勵，要求折抵減免。
- Article 25 During their study at the University, students may see their rewards and punishments cancel out each other, but the records of these rewards and punishments shall not be erased.
Students may have received rewards previously, but any reward is irrelevant in the case of observation, suspension, withdrawal, or student status revocation. Students shall not ask to have the rewards cancel out such punishments.
- 第二十六條 本辦法經校務會議通過後實施，並報請教育部備查，修正時亦同。
- Article 26 This set of regulations has been implemented after approval by the

University Affairs Meeting, and has received ratification from the Ministry of Education. Revisions shall subject to the same process.