Student Merit and Demerit Procedures

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Reported as Tai Shun (2) 0950128591 on September 5, 2006
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Reported as Tai Shun (2) 0980114087 on July 10, 2009

Chapter 1 General Provisions

Article 1 In order to nurture diligence in studies, promote effective study habits, and provide a model of good behavior for students, a reward and punishment system has been established in accordance with Article 25, Section 1 of the University Act.

Article 2 All matters related to reward and punishment must be dealt with in accordance with these procedures. Other matters not covered in these procedures will be dealt with in accordance with other relevant laws and university regulations.

Article 3 Students who demonstrate excellent performance in their studies or excellent behavior will be awarded a merit. There are four levels of merit:
1. Recognition.
2. 2nd Level Merit.
3. 1st Level Merit.

Chapter 2 Reward and Punishment of Students

Article 4 Students who have behaved badly or disobey the university’s rules will be disciplined. There are six levels of punishment:
1. Warning.
2. 2nd Level Demerit.
3. 1st Level Demerit.
4. Observation.
5. 2nd Level Expulsion.
6. 1st Level Expulsion.

Article 5 The 1st level Merit or Award of Merit will be presented if students have accomplished any of the following:
1. Participated in a nation-wide competition and have won first place (501).
2. Have won a special prize for the university (502).
3. Have provided significant assistance in preventing or dealing with a serious on-campus disaster or accident (503).
4. Have prevented illegal activities from occurring in the nation, society or the university, or have prevented a bad situation from worsening (504).
5. Have made a particularly outstanding performance as a leader of a student club or a class (505).
6. Have made some other similarly excellent contribution (506).

**Article 6**

One or two 2nd Level Merits will be presented if students have accomplished any of the following:

1. Have enthusiastically taken responsibility for official projects and produced outstanding results (601).
2. Have made an outstanding performance in on- or off-campus competitions (602).
3. Have represented the university well in outside service or activities (603).
4. Have encountered unexpected events, and have dealt with them in an appropriate way, achieving a good outcome (604).
5. Have done an outstanding job as a leader in a student club or in a class (605).
6. Have shown other similar outstanding behavior (606).

**Article 7**

One or two Recognitions will be given if students have accomplished any of the following:

1. Have enthusiastically taken responsibility for official projects (701).
2. Have made a good performance in on- or off-campus competitions (702).
3. Have performed well in extracurricular activities (703).
4. Have assisted or shown kindness to classmates in public events (704).
5. Have maintained classrooms or cleaned the campus in a responsible manner (705).
6. Have shown other good behavior (706).

**Article 8**

One or two Warnings will be issued if students done any of the following:

1. Have demonstrated a lack of responsibility as a leader or in providing services to university (802).
2. Have demonstrated a lack of principle in public behavior or
have spoken inappropriately in public, and do not heed warnings. (803)
Have not concentrated in class lectures; have talked, read books, slept, eaten or consumed drinks during lectures (804).
3. Have not attended or have not participated in extracurricular activities (805).
4. Have been absent without leave from class meetings (806).
   (Evidence must be presented for personal or sick leave absences to be excused.)
5. Have failed to present Student ID upon request (807).
6. Have failed to adjust a mistake in leave request within the allotted time period (808).
7. Have shown dishonesty in attendance taking (809).
8. Have lacked initiative in maintaining classroom cleanliness (810).
10. Have disobeyed Item 6, Clause 1 of the Procedures for Managing Student Dormitories (812).
11. Have engaged in other behavior similar to the above (813).

Article 9
One or two 2nd Level Demerits will be issued if students do any of the following:
1. Have shown disrespect to or not heeded the instructions of instructors and elders (901).
2. Have purposely damaged public facilities (902).
3. Have brought gambling games on campus (903).
4. Have contributed to an unsightly or unsanitary environment by hanging up flyers, cartoons, slogans and not removing them at the appointed time (904).
5. Have conducted surveys, or posted advertising flyers, comics or slogans on campus without permission of the university (905).
6. Have participated in unapproved campus organizations or activities (906).
7. Have given false reasons in applying for leave (907).
8. Have been absent without leave at a work-study job offered by the university (908).
9. Have distorted facts or spread rumors which have resulted in harm to others’ reputations (909).
10. Have disobeyed rules riding on or in vehicles (910).
11. Have not followed classroom rules or rules concerning use of other on-campus facilities (911).
12. Have improperly used the Student Identification Card or loaned it to others (912).
13. Have disobeyed Article 8 of the university’s Examination Regulations (913).
14. Have driven onto campus without a permit (914).
15. Have refused to pay required fees without providing reasonable excuses (915).
16. Have smoked in prohibited areas (916).
17. Have disobeyed Student Club Officer Election Rules (917).
18. Have published materials not in accordance with the university’s rules (918).
19. Cannot properly account for club or class public funds, or have managed funds irresponsibly or improperly (919).
20. Have been late for or absent from an important ceremony or meeting (920).
21. Have attended class for other persons or have had other persons attend class for them (921).
22. Have disobeyed Item 6, Clause 2 of the Procedures for Managing Student Dormitories (922).
23. Have engaged in other behavior similar to the above (923).
24. Have consumed alcohol on campus.

Article 10

A 2nd Level Demerit will be issued if students have done any of the following:
1. Have disobeyed Article 9 of the university’s Examination Regulations (A11).
2. Have fought with classmates (A12).
3. Have conducted surveys, or posted advertising flyers, comics or slogans on campus without permission of the university (A13).
4. Have invited people from off campus to attend on-campus activities or do business on campus without the university’s approval (A14).
5. Have behaved improperly and negatively affected the university’s reputation (A15).
6. Have participated in any kind of off-campus activity or trip such
as representing Ming Chuan University without the university’s approval (A16).

7. Have held or participated in an on-campus party held without the university’s approval (A17).

8. Have purposely disobeyed classroom rules or rules concerning university facilities (A18).

9. Have cooked without approval in the university’s public areas such as classrooms, hallways, student activity centers or dormitories (A19).

10. Have disobeyed Item 6, Clauses 3 and 4 of the Procedures for Managing Student Dormitories (A1A).

11. Have attacked or damaged computer information and security systems (A1B).


13. Have sexually harassed faculty members, staff members, students, or others (A1D).

14. Have prompted faculty members, staff members, and students to involve in direct-selling, insurance or any commercial clubs/activities by fraud, threatening or other inappropriate means. (A1E)

15. Have engaged in other behavior similar to the above (A1F).

16. Have been found consuming alcohol on campus, causing trouble due to drinking, or have been found to be drunk and have negatively affected the university’s reputation or used illegal drugs.

**Article 11**

A 1st Level Demerit will be issued if student has done any of the following or encountered the following situations:

1. Have disobeyed Article 10, Section 1,3,4,6, and 9 of the university’s Examination Regulations (B01).

2. Have insulted instructors or elders to a serious degree and have not appeared apologetic (B02).

3. Have defaced or destroyed university’s posted announcements (B03).

4. Have continued with inappropriate speech and behavior, causing serious trouble, after repeated warnings (B04).

5. Have gone to an inappropriate, illegal, or immoral place (B05).

6. Have been dishonest with money that has been collected for public use (B06).
7. Have participated in a gang or group that gathers people together for the purpose of causing trouble (B07).
8. Have set up an organization on or off campus without the university’s approval (B08).
9. Have attacked or damaged the computer information and security systems, or have broken Regulations for Campus Network Management (B09).
10. Have seriously sexually harassed faculty members, staff members, students or others (B10).
11. Have seriously violated the university’s rules (B11).
12. Have engaged in other behavior similar to the above (B12).
13. Have had their petitions regarding cheating during on- or off-campus examinations turned down after review by the relevant examination units.
14. Have been found consuming alcohol on campus three times or more, causing trouble due to drinking, have been found to be drunk, gambling, stealing or using illegal drugs.
15. Have seriously violated intellectual property rights.

Article 12
A 2nd or 1st Level Expulsion will be ordered if students have done any of the following:
1. Have disobeyed Article 10, Clause 2, 5, 7 or 8 of the university’s Examination Regulations (C01).
2. Have been found consuming alcohol on campus multiple times and do not heed warnings, have caused trouble due to drinking, have been found to be drunk, gambling, stealing or using illegal drugs multiple times and have seriously negatively affected the university’s reputation. (C02).
3. Have behaved improperly or disrupted the peace and order of the campus and the society and have been found guilty by Student Awards and Punishment Committee Meeting. (C03).
4. Have submitted a counterfeit document or document borrowed from someone else (C04).
5. Have made speeches or behaved in violation of national law, as to threaten national security (C05).
6. Have received a 2nd Level Demerit for the third time (C06).
7. Have failed to attain a passing conduct grade (C07).
8. Have received punishment under the Criminal Code (C08).
9. Have seriously disobeyed the university’s rules and have
caused serious damage to the university’s reputation (C09).
10. Have committed any violation against the Student Code that carries the penalty of 1st or 2nd degree expulsion (C10).
11. Have continued to get into serious trouble after a suspension has been completed (C11).
12. Have sexually harassed others after threatening or hypnotizing them (C12).
13. Have seriously violated intellectual property rights and have been sentenced under national law (C13).
14. Have engaged in other behavior similar to the above (C14).

Article 13
Students who have violated the same rule in Article 4 twice or more a semester will receive double punishment.

Article 14
Apart from the details specified in the regulations, the level of reward or punishment given to students can be adjusted based on:
1. Motivation and purpose.
2. Stimulation received during the behavior.
3. Precise nature of behavior.
4. Daily conduct grade.
5. Relationship between the student to be punished and the victim.
6. Amount of damage or negative influence brought about by the behavior.
7. Attitude while being dealt with by the university.

Article 15
In processing student demerit cases, any dishonesty involving documents or proof provided will result in double punishment.

Article 16
1. In disciplinary cases, the student’s class advisor will assist in the investigation and submit a report so that the university will gain a complete understanding of the situation.
2. When dealing with sexual harassment cases, the university will report the case in accordance with the Gender Equality Education Committee Charter and Procedures, resulting punishment must refer to inspections conducted by Gender Equality Education Committee.
3. Students who have disobeyed Article 10, Clause 16 and Article 11, Clause 14 of the university’s Merit and Demerit Procedures
are required to receive counseling from the Counseling and Potential Development Center staff regularly. Counseling period will be determined by the Center and detailed records will be kept by the Center.

Chapter 3 Relief

Article 17 The university should post a Disciplinary Notice. Notice must include the following information:
1. Name of the person who will receive the punishment.
2. Reason for and nature of the punishment.
3. If the students have been treated unfairly, they can appeal based on University Appeal and Review Procedures.

Article 18 Students can appeal in writing to the Student Appeal and Review Committee if they consider the punishment to be illegal or inappropriate.

Article 19 The procedures for organizing and the regulations related to the Student Appeal and Review Committee will be addressed separately.

Article 20 Students can file suits against the university for 1st and 2nd Level Expulsions or similar punishments received if the punishment affects their rights to education. Students who file an appeal and who still are not satisfied with the result have the legal right to file administrative legal action.

Chapter 4 Supplementary Provisions

Article 21 Each academic unit will submit an application concerning student reward and punishment via the computerized Reward and Punishment Form to the Student Advising Section. Once the application is approved by the Student Advising Section, it is saved. Units should arrange the applications according to students’ departments, schools, and class numbers. If there any perceived problems with the reward and punishment content, students should inquire at the relevant unit, with the relevant person. Or students may fill in a Revision Form, notify the relevant units, and report it to the president. After approval, one revised copy should be sent to the Student Advising Section for filing.

Article 22 The documents that the university has created concerning student reward and punishment should be stored permanently by the Student Advising Section. These documents are divided into two
types:
1. Student Semester-end Reward and Punishment General Report
2. Academic-year Student Reward and Punishment Statistics Chart

All reports are to be saved as electronic files.

**Article 23**

Upon being passed at the University Affairs Committee Meeting and approved by the president, these procedures were announced, implemented, and submitted to the Ministry of Education for reference.