

# 國立中山大學學生獎懲辦法

## Regulations for Student Merits and Demerits

86 學年度第 2 次學生事務會議修正通過  
87.4.14.校長核定實施  
87 學年度第 3 次學生事務會議修正通過  
88.6.7.校長核定實施  
89 學年度第 3 次學生事務會議修正通過  
90.4.11.校長核定實施  
89 學年度第 5 次學生事務會議修正通過  
90.6.26.校長核定實施  
90 學年度第 5 次學生事務會議修正通過  
91.6.27.校長核定實施  
91 學年度第 2 次學生事務會議修正通過  
92.5.19.校長核定實施  
93.12.24.93 學年度第 2 次校務會議通過  
96.4.23.95 學年度第 2 次學生事務會議修正通過  
97.5.21.96 學年度第 2 次學生事務會議修正通過  
97.6.6.96 學年度第 4 次校務會議通過  
97.11.21.97 學年度第 1 次校務會議通過  
97.12.15.教育部台訓(二)字第 0970251560 號函准備查  
98.10.23.98 學年度第 1 次校務會議通過  
98.11.16.教育部台訓(二)字第 0980197656 函准備查  
98.12.18.98 學年度第 2 次校務會議通過  
99.1.7.教育部台訓(二)字第 0980231125 號函准備查  
99.12.24.99 學年度第 2 次校務會議通過  
100.1.14.教育部臺訓(一)字第 1000003861 號函准備查  
101.12.28.101 學年度第 2 次校務會議通過  
102.3.6.教育部臺教學(二)字第 1020030370 號函准備查  
102.6.7.101 學年度第 4 次校務會議通過  
102.6.24.教育部臺教學(二)字第 1020093747 號函准備查  
104.6.2.本校 103 學年度第 2 次學生事務會議修正通過  
104.10.16.本校 104 學年度第 1 次校務會議修正通過  
104.11.2.教育部臺教學(二)字第 1040149024 號函准備查  
109.11.27.109 學年度第 1 次學生事務會議修正通過  
109.12.25.109 學年度第 2 次校務會議修正通過  
110.5.5.109 學年度第 2 次學生事務會議修正通過  
110.6.11.109 學年度第 4 次校務會議修正通過  
110.9.27.110 學年度第 1 次學生事務會議修正通過  
111.1.7.110 學年度第 2 次校務會議修正通過  
111.1.25.教育部臺教學(二)字第 1110007856 號函准備查  
111.3.30.110 學年度第 2 學期第 4 次行政會議修正通過  
112.6.9.111 學年度第 2 次學生事務會議修正通過  
112.10.27.112 學年度第 1 次校務會議修正通過  
112.11.14.教育部臺教學(二)字第 1120111353 號函准備查  
113 年 6 月 17 日 112 學年度第 4 次校務會議修正通過  
Amended and approved at the 1st University Council meeting on June 17, 2024  
113 年 7 月 5 日教育部臺教學(二)字第 1130067390 號函准備查  
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### 第一章 總則

#### Chapter 1 General Principles

第一條、 本辦法依據大學法第三十二條及本校組織規程第三十九條之規

定，本校學生之獎懲，除有特別規定者外，悉依本辦法處理。

- I. These regulations are formulated in accordance with Article 32 of the *University Act* and Article 39 of the *NSYSU Charter*. Except for special cases stipulated in other regulations, matters regarding student merits and demerits shall be handled in accordance with these regulations.
- 第二條、 學生之獎勵，分為嘉獎、記小功、記大功、其他獎勵等四種。
- II. Merits are categorized into the levels of commendations, minor merits, major merits, and other rewards.
- 第三條、 嘉獎三次視同記小功一次，記小功三次視同記大功一次。
- III. Three commendations shall be equivalent to one minor merit and three minor merits to 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、退學及開除學籍等六種。
- IV. Demerits (Disciplinary actions) are categorized into the six levels: restitution education, warnings, minor demerits, major demerits, probation, dismissal, or expulsion from the University.
- 第五條、 申誡三次視同記小過一次，記小過三次視同記大過一次。
- V. Three warnings shall be equivalent to one demerit and three minor demerits to one major demerit.

## 第二章 獎勵

### Chapter 2 Merits

- 第六條、 學生行為合於下列各項之一者，得核予嘉獎：
- VI. Students shall be issued a commendation if they accomplish one of the following:
- 一、服務公勤，熱心公益，工作努力，有具體事蹟者。
    1. engaging in service and working diligently with concrete evidences
  - 二、參加校內外各項活動、競賽成績優良者。
    2. demonstrating good performance in on/off campus activities and competitions
  - 三、拾物不昧者。
    3. returning lost items found
  - 四、有其他相當於上列各款之情事者。
    4. other commendable behaviors equivalent to those mentioned above

第七條、 學生行為合於下列各項之一者，得核予記小功：

VII. Students shall be issued a minor merit if they accomplish one of the following:

- 一、服務熱心，工作努力，有具體事蹟且成效優良者。
  1. actively engaging in service and working diligently with concrete evidences and good results
- 二、參加校內外各種競賽成績優異者。
  2. demonstrating great performance in on/off campus activities or competitions
- 三、遇有特殊事故，處理適當有具體事實者。
  3. handling unexpected incidents properly with concrete evidences
- 四、不避艱難、見義勇為、救助傷患、維護公益、敬老扶幼，有具體事實者。
  4. acting righteously and bravely in assisting others, including the injured, children, the elderly, corroborated by concrete evidences
- 五、擔任學生幹部工作努力，服務成效優良者。
  5. serving as student leaders and work hard with good performance
- 六、揭發重大弊害，經查明屬實者。
  6. reporting major malpractices substantiated after verification
- 七、辦理課外活動成績優良者。
  7. organizing extracurricular activities with good results
- 八、創新發明，增進團體福利，有具體事實者。
  8. developing innovation to benefit groups, corroborated by concrete evidences
- 九、有其他相當於上列各款之情事者。
  9. other commendable behaviors equivalent to those mentioned above

第八條、 學生行為合於下列各項之一者，得核予記大功：

VIII. Students shall be issued a major merit if they accomplish one of the following:

- 一、熱心公益，對學校有特殊貢獻者。
  1. being enthusiastic about public welfare and making special contributions to the University

- 二、代表本校參加校外各項活動，獲得最優成績，足以提昇本校榮譽，有具體事實者。
- 2. achieving the highest performance while representing the University in external activities and elevating the University's reputation, corroborated by concrete evidences
- 三、排解糾紛、促進團結或維護公共安全有具體事蹟者。
- 3. resolving disputes or conflicts, promote group unity, or maintain public safety, corroborated by concrete evidences
- 四、有特殊的義勇行為，而獲得優異之成果者。
- 4. demonstrating exceptional bravery and achieve remarkable results
- 五、揭發不法活動，經查明屬實者。
- 5. reporting illegal activities substantiated after verification
- 六、冒險犯難，拯救他人性命、身體、財產者。
- 6. taking risks to save lives and protecting other's properties
- 七、有其他相當於上列各款之情事者。
- 7. other commendable behaviors equivalent to those mentioned above

第九條、 學生行為堪為他人表率，足為同學模範者，得核予頒發獎狀、錦旗、獎章等獎勵。

IX. Students whose commendable behaviors set an exemplar to others may be awarded a certificate, banner, or medal.

### 第三章 懲罰

#### Chapter 3 Demerits

第十條、 學生行為不當或有違反校內規定，且情節輕微，得施予以下各項之導正教育：

X. In minor cases of student misconduct or violations of University regulations, the following restitution education measures may be taken:

- 一、口頭或書面告誡：學生行為不當，情節較輕者，由師長或有關單位人員予以口頭或書面告誡。
- 1. Verbal or written admonition: For minor misconduct, the instructor or relevant personnel may verbally or in writing admonish the student.
- 二、講習：學生行為有待導正者，由相關單位予以講習。

2. Lectures: Students of misconduct may receive corrective lectures from relevant departments.
- 三、停權：違反校內有關使用或借用規定者，由有關單位依情節之輕重予以停權，最高一年。
3. Suspension of privileges: Those who violate regulations regarding use or borrowing properties in the University may have their privileges suspended for up to one year, based on the severity of the situation.
- 四、損害賠償：破壞公物致使不堪使用者，依規定賠償。
4. Compensation for damages: Those who damage public property and render it unusable must compensate for the loss according to regulations.

第十一條、 學生行為合於下列各項之一者，得核予申誡之處分：

XI. Students shall be issued a warning if they commit one of the following:

- 一、有擾亂學校正常教學與研究，妨害公共安寧，情節較輕者。
  1. disrupting classes or research activities to cause slight public disturbances
- 二、任意撕毀或妨害學校合法張貼之海報者。
  2. arbitrarily destroying or damaging posters approved by the University
- 三、違反學生宿舍管理辦法或住宿相關規定，情節較輕者。
  3. violating dormitory regulations in a less severe circumstance
- 四、男生未經校方許可，擅自進入女生宿舍者；或女生未經校方許可，擅自進入男生宿舍者。
  4. entering the dormitory of the opposite gender without University permission
- 五、騎乘機車未戴安全帽，不遵守規定路線行駛或違規停車者。
  5. riding a motorcycle without wearing a helmet, failing to follow designated routes, or parking illegally
- 六、違反本校或教育部校園網路使用規範，情節較輕者。
  6. violating regulations related to the use of campus network stipulated by the Ministry of Education (MOE) or the University, in a less severe circumstance
- 七、在校園內違規吸菸(含電子煙、加熱菸)者。
  7. smoking on campus (including electronic cigarettes and heated

tobacco products)

八、妨害學校教職員工生執行公務，情節較輕者。

8. obstructing the faculty, staff, or students on duty in a less severe circumstance

九、未經許可私自挪用他人物品。

9. misappropriating others' belongings without permission

十、接受導正教育處分再犯或拒絕接受導正教育者。

10. those who receive restitution education and commit the misconduct again or refuse to accept restitution education.

第十二條、學生行為合於下列各項之一者，得核予小過之處分：

XII. Students shall be issued a minor demerit if they commit one of the following:

一、有擾亂學校正常教學與研究，妨害公共安寧，情節重大者。

1. severely disrupting classes or research activities and causing public disturbances

二、違反學生宿舍管理辦法或住宿相關規定，情節重大者。

2. severely violating dormitory regulations

三、違反本校或教育部校園網路使用規範，情節重大者。

3. severely violating regulations related to the use of campus network stipulated by the MOE or the University

四、違反他人意願並進行與性或性有關之直接或間接的言語、文字、動作、圖畫、聲音、影像及行為，有具體事證者。

4. sexually offending or harassing others directly or indirectly via language, written words, actions, drawings, sounds, or image, with factual evidences.

五、盜用或破壞公物者。

5. misappropriating or vandalizing public property

六、破壞公共秩序或公共衛生情節重大者。

6. severely disrupting public order or hygiene

七、冒用、變造或偽造文書者，情節較輕者。

7. forging, altering, or fabricating documentation in a less severe circumstance

八、以跟蹤、網路騷擾或其他違反他人意願之方式干擾他人正常生活，以過度不受歡迎之追求行為影響他人者。

8. interfering with normal life of others through stalking, cyber harassment, or other non-consensual behaviors, or affecting others by excessive and unwelcome pursuits
- 九、侵犯他人智慧財產權及違反學術倫理，情節較輕者。
9. infringing others' intellectual property and violating research ethics, in a less severe circumstance
- 十、違反考試考場規則，情節較輕者。
10. violating examination related regulations in a less severe circumstance
- 十一、違反他人意願而進行親吻、擁抱或觸摸其臀部、胸部或其他身體隱私處之行為，有具體事證者。
11. conducting non-consensual intimate behaviors such as kissing, hugging, or touching the breasts, buttocks, or any other private parts, with factual evidences
- 十二、妨害學校教職員工生執行公務，情節重大者。
12. severely obstructing faculty, staff, or students on duty
- 十三、侮辱或惡意攻訐或誹謗他人，情節較輕者。
13. insulting or libeling others in less severe circumstances
- 十四、校外違紀經學校調查屬實，情節較輕者。
14. violating regulations or misconducting off-campus in a less severe circumstance and substantiated after investigation,
- 十五、對他人有性別平等教育法第三條規定之性侵害、性騷擾或性霸凌行為，情節較輕，經本校性別平等教育委員會提出處分建議者。
15. engaging in acts of sexual assault, harassment, or bullying as specified in Article 3 of the *Gender Equity Education Act* in less severe circumstances and receiving disciplinary measures imposed by the Gender Equity Education Committee

第十三條、 學生行為合於下列各項之一者，得核予記大過：

- XIII. Students shall be issued a major demerit if they commit one of the following:
- 一、有鬥毆打架行為者。
    1. engaging in fighting
  - 二、考試時犯冒名頂替、擅自移動座位、抄襲答案、偷看他人試卷、相互傳遞或交談、窺看書籍、夾帶、以試卷示人或其他

具體事證之舞弊行為者任何一項者。

2. committing any cheating during exams, including impersonating another person in exams, changing seats without permission, copying answers, peeking at others' papers, exchanging information, engaging conversation, peeking books/prepared notes that are not authorized, displaying papers to others, or any fraudulent behaviors, with factual evidences
- 三、於校內持有或吸食違法藥品檢驗確認者。
3. possessing or consuming illegal drugs on campus and substantiated after investigation
- 四、有偷竊行為者。
4. committing theft
- 五、利用校內網域從事不法行為者。
5. engaging in illegal activities using the campus network
- 六、對他人有性別平等教育法第三條規定之性侵害、性騷擾或性霸凌行為，情節較重，經本校性別平等教育委員會提出處分建議者。
6. engaging in acts of sexual assault, harassment, or bullying as specified in Article 3 of the *Gender Equity Education Act* in severe circumstances and receiving disciplinary measures imposed by the Gender Equity Education Committee
- 七、冒用、變造或偽造文書情節重大者。
7. forging, altering, or fabricating documentation in a severe circumstance
- 八、侵犯他人智慧財產權及違反學術倫理情節重大者。
8. severely infringing others' intellectual property and violating research ethics
- 九、侮辱或惡意攻訐或誹謗他人，情節重大者。
9. severely insulting or libeling others
- 十、校外違紀經政府法務機關或學校調查屬實，情節重大者。
10. violating regulations off-campus in a severe circumstance and substantiated by the government legal authorities or the University

第十四條、 學生行為合於下列各項之一者，得核予退學：

XIV. Students under one of the following conditions shall be expelled from the University:



- 一、記大過滿三次者。
  - 1. receiving three major demerits
- 二、定期察看期間繼續犯過者。
  - 2. committing misconducts during probation
- 三、觸犯刑罰經法院判刑確定情節較重者。
  - 3. committing a crime in a severe circumstance and sentenced by the judicial court
- 四、對他人有性別平等教育法第三條規定之性侵害、性騷擾或性霸凌行為，情節重大，經本校性別平等教育委員會提出處分建議者。
  - 4. engaging in acts of sexual assault, harassment, or bullying as specified in Article 3 of the *Gender Equity Education Act* in a most severe circumstance and receiving disciplinary measures imposed by the Gender Equity Education Committee

第十五條、 學生行為符合前條「退學」各款所列情形，且情節更重大者，得核予開除學籍。

XV. Students whose misconduct listed under article XIV with greater severity shall be expelled from the University.

#### 第四章 獎懲處理程序

#### Chapter 4 Procedure for Managing Merits and Demerits

第十六條、 學生有功過事實經教職員工或有關人員提出學生獎懲建議表，送校園生活與職涯發展組查屬實後簽辦。

XVI. Matters involving student's merits or demerits shall be reported to the Student Life and Career Development Division (SLCDD) by faculty or relevant staff with the Form for Proposed Student Merits or Demerits. The SLCDD shall handle the reported case after substantiation.

第十七條、 嘉獎、記小功、申誡、記小過之獎懲，由建議獎懲人填寫獎懲建議表，會辦學生導師、系所主管及校園生活與職涯發展組後呈學生事務長核定後公佈。懲罰處分應書面通知本人。

XVII. Individuals proposing student merits or demerits (commendations, minor merits, warnings, or minor demerits) shall complete the Form for Proposed Student Merits and Demerits and forward it to the student's mentor, the head of the affiliated department/institute and then the SLCDD. The result shall be announced after being approved by the vice president for Student Affairs. The concerned student shall be notified in writing for any disciplinary measures.

第十八條、 記大功或記大過以上之獎懲，除本校另有規定外，應提學生事務會議審議通過，並經校長核定後公布。懲罰處分應書面通知本人、家長或監護人。

XVIII. Unless stipulated in other University regulations, major merits and major demerits shall be submitted to the Student Affairs Council for review and approval, and the result shall then be announced after the approval of the President. Concerned students and their parents (or legal guardians) shall be notified in writing for any disciplinary measures.

第十九條、 學生之獎懲，除依第二、三章之規定處理外，學生事務處得視學生之年齡、年級、動機及目的、態度與手段、行為與後果等情形，酌予變更等級，簽請校長核定。

XIX. In addition to handling student merits and demerits in accordance with Chapters 2 & 3, the Office of Student Affairs (OSA) may alter the level based on the student's age, study grade, motivation and purpose, attitude, approach, behavior, and incident outcomes and then submit the alteration to the President for approval.

第二十條、 學生事務會議審議有關學生重大獎懲時，除通知有關院、系、所主管、班級導師及有關人員列席外，並通知學生代表及當事人列席，俾其有說明之機會，以維護學生之權益。

XX. When reviewing significant matters regarding merits and demerits in the Student Affairs Council, the concerned students, the heads of their affiliated colleges and departments/institutes, their mentors, related personnel, and student representatives shall be notified to attend the meeting as non-voting members to make explanation and clarification, ensuring the proper protection of student's rights and interests.

第二十一條、 學生受申誡、記小過之懲罰時，得依本校下列規定辦理「為善銷過」之手續，以消除懲罰紀錄：

XXI. Warnings and minor demerits may be offset if students conduct community service in accordance with the following provisions:

一、受申誡、記小過懲罰之學生，在處分公告之日起二十日內，向校園生活與職涯發展組提出申請。

1. Students receiving a warning or minor demerit shall submit their application to the SLRDD within twenty (20) days from the date of the disciplinary announcement.

二、記申誡一次者，從事公共勞作服務八小時；記小過一次者，從事公共勞作服務二十四小時，其餘以此類推。

2. Student receiving a warning shall complete eight (8) hours of

community service and those with a minor demerit twenty-four (24) hours to offset the record. The number of service hours scales up proportionally with the level of demerits.

三、公共勞作服務須於受記申誡、小過之當學期學期考試前執行完畢，逾期將無法註銷其懲處紀錄，情況特殊者由學生事務會議訂定執行期限。

3. Students shall complete their community service hours before the final exam of the semester they receive the warning or minor demerit; otherwise, their disciplinary record shall not be offset. An exception may be made for students with a special circumstance and the deadline shall be determined by the Student Affairs Council.

四、受記大過以上處分者，不可申請為善銷過，情況特殊者依學生事務會議決議辦理。

4. Students receiving a major demerit or worse shall not be eligible to apply for community service to offset it. Those with a special circumstance shall be handled in accordance with the resolution of the Student Affairs Council.

五、申請銷過，每位學生每學年以辦理一次為限。

5. Each student may only apply for offsetting once per semester.

六、為善銷過執行記錄須經學務長簽核後方可消除其懲戒處分，為善銷過後其行為不予列入紀錄，其操行亦不予減分。

6. Student's disciplinary record shall be expunged and conduct score unaffected after the vice president for Student Affairs approves their offsetting community service.

第二十二條、學生對於學校之獎懲處分，認為有違法或不當並損及其個人權益者，得依學校申訴辦法之規定，向學生申訴評議委員會提出申訴。

XXII. Student may file an appeal to the Students Appeal Handling Committee in accordance with related regulations if they believe the disciplinary measures are illegitimate or inappropriate, and cause the impairment of their rights and interests.

## 第五章 附則

### Chapter 5 Supplementary Provisions

第二十三條、學生在校期間，功過累積計算，但功過不能相抵，情況特殊者依學生事務會議決議辦理。

XXIII. Students' received merits and demerits during their studies are accumulative and cannot offset each other. Special cases shall be

handled in accordance with resolutions of the Student Affairs Council.

第二十四條、休學或停學學生復學後，其原有獎懲仍屬有效。

XXIV. When students resume their studies after suspension or temporary drop-out, records of their original merits and demerits remain valid.

第二十五條、學生之獎懲於學期終了，按規定加減操行成績總分。

XXV. At the end of the semester, the conduct score of students shall be given based on the merits and demerits they received in that semester.

第二十六條、學生有第三章所列各款之行為而涉及法律規定者，其受害人得逕行司法機關提出訴訟。

XXVI. Victims of any acts stipulated in Chapter 3 involving legal provisions may directly file a lawsuit to judicial authorities.

第二十七條、有關學生性侵害、性騷擾或性霸凌事件，除依相關法律或法規規定通報、懲處決議參酌性別平等教育委員會調查處理之結果外，其懲處與輔導機制及事實認定應依性別平等教育法第 26 條及第 36 條辦理。

XXVII. Cases regarding sexual assault, harassment, or bullying of students shall be reported in accordance with relevant laws and regulations, with the resolution on disciplinary measures referencing the result of the investigation from the Gender Equity Education Committee. Besides, the disciplinary measures, counseling mechanism, and the factual determination shall all be handled in accordance with Articles 26 and 36 of the *Gender Equity Education Act*.

第二十八條、本辦法經學生事務會議、校務會議通過後，陳請校長核定後實施，並報教育部備查，修正時亦同。

XXVIII. These regulations are approved by the Student Affairs Council Meeting, University Council and the President before implementation and submitted to the MOE for future reference. Amendments to these regulations shall follow the same procedure.