

# 國立臺灣師範大學學生獎懲辦法

## Regulations for National Taiwan Normal University Student Rewards and Penalties

九十四年一月五日本校第九十一次校務會議修正通過

Amended by the 91<sup>st</sup> University Affairs Meeting on January 5<sup>th</sup>, 2005

九十七年六月十八日本校第一〇〇次校務會議修正通過

Amended by the 100<sup>th</sup> University Affairs Meeting on June 18<sup>th</sup>, 2008

九十八年六月十日日本校第一〇二次校務會議修正通過

Amended by the 102<sup>nd</sup> University Affairs Meeting on June 10<sup>th</sup>, 2009

一百年六月二十二日本校第一〇六次校務會議臨時會修正通

Amended by the Ad-hoc Meeting of the 106<sup>th</sup> University Affairs Meeting on June 22<sup>nd</sup>, 2011

一百年十二月二十一日本校第一〇七次校務會議臨時會修正通過

Amended by the Ad-hoc Meeting of the 107<sup>th</sup> University Affairs Meeting on December 21<sup>st</sup>, 2011

一百零一年六月十三日本校第一〇八次校務會議修正通過

Amended by the 108<sup>nd</sup> University Affairs Meeting on June 13<sup>th</sup>, 2012

一百零二年十一月十三日本校第一一一次校務會議修正通過

Amended by the 111<sup>th</sup> University Affairs Meeting on November 13<sup>th</sup>, 2013

一百零三年十一月十二日本校第一一三次校務會議修正通過

Amended by the 113<sup>th</sup> University Affairs Meeting on November 12<sup>th</sup>, 2014

一百零六年五月二十四日本校第一一八次校務會議修正通過

Amended by the 118<sup>th</sup> University Affairs Meeting on May 24<sup>th</sup>, 2017

### 第一章 總則

#### Chapter 1 General Provision

第一條 本辦法依據大學法第三十二條規定訂定之。

##### Article 1

The Regulations are established in accordance with Article 32 of University Law.

第二條 條文稱以上、以下者，俱連本數。

##### Article 2

The term “not less than”, “up to” or “within” preceding a number in the Regulations, shall include the given number.

第三條 獎勵類別

##### Article 3

Reward Categories

一、嘉獎

二、小功

三、大功

1. Commendation

2. Minor Merit

3. Major Merit

懲處類別

Penalty Category

一、導正教育

(一) 告誡

(二) 講習與服務

(三) 停權

(四) 賠償

(五) 認養

二、申誡

三、小過

四、大過

五、定期察看

六、退學

七、開除學籍

1. Correctional Education

a. Admonishment

b. Lectures and Community Services

c. Suspension

d. Compensation

e. Conservation

2. Warning

3. Minor Demerit

4. Major Demerit

5. Detention

6. Expulsion

7. Cancellation of Student Status

## 第二章 獎勵

### Chapter 2 Reward

第四條 嘉獎：學生有下列情形之一者，記嘉獎獎勵。

- 一、代表學校參加校外活動，表現良好。
- 二、為校服務，表現良好。
- 三、擔任校內社團幹部，表現良好。
- 四、行為優良，足資示範。
- 五、具有其他相當上列各款優良事實者。

#### Article 4

Under the following circumstances, students may receive commendation:

1. Participation in extramural events and activities on behalf of the school
2. Dedication in campus service
3. Excellent performance as student club officers
4. Setting good examples for other students
5. Other honorable deeds

第五條 小功：學生有下列情形之一者，記小功獎勵。

- 一、代表學校參加校外活動，表現優異，有具體事實。
- 二、為校服務，表現優異，有具體成效。
- 三、主辦校內社團活動，經評列績優。
- 四、遇有特殊事故，處置得宜，有具體效益。
- 五、當選本校優秀學生。
- 六、具有其他相當上列各款優良事實者。

#### Article 5

Under the following circumstances, students may receive a minor merit:

1. Excellent performance in extramural events and activities
2. Excellent performance in campus service
3. Holding club events and activities and receive a high evaluation.
4. Handling emergencies appropriately
5. Elected as Outstanding Student
6. Other honorable deeds

第六條 大功：學生有下列情形之一者，記大功獎勵。

- 一、對學校、社會有重大貢獻。
- 二、代表學校參加校外各項非競賽活動，表現特優，增進校譽。
- 三、見義勇為，犧牲奉獻，堪為學生楷模。
- 四、當選本校傑出學生。
- 五、具有特殊貢獻之學術研究成果、創作、論述者。
- 六、參加全國或國際性之各項競賽，個人或團體獲得前三名者。
- 七、具有其他相當上列各款優良事實者。

#### Article 6

Under the following circumstances, students may receive a major merit:

1. Major contributions to the school and the society
2. Excellent performance in non-competition extramural events and activities on behalf of the school.
3. Stepping up against injustice
4. Elected as Outstanding Student
5. Outstanding academic contribution
6. Ranked top 3 in national or international individual or team events
7. Other honorable deeds

### 第三章 懲處

#### Chapter 3 Penalties

第七條 導正教育

- 一、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。
- 二、講習與服務：學生行為有待導正者，由相關單位予以講習或勞動服務。
- 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。
- 四、賠償：破壞公物致使不堪使用者，依規定賠償。
- 五、認養：毀損公物者，依規定復原，並予認養。

## Article 7 Correctional Education

1. Admonishment: Students who committed minor transgression are given verbal or written admonishment by authorities or teachers.
2. Lectures and Community Services: Students of deviant behaviors are required to listen to the lectures and do community services by the authorities.
3. Suspension: Students' rights to use or rent school property will be suspended by authorities for at most a year if he or she violates regulations for use and rental of school property.
4. Compensation: Students who commit vandalism shall compensate for the damage of the property.
5. Conservation: Students who commit vandalism shall compensate for the damage of the property and are required to conserve it.

第八條 申誡：學生行為有下列情形之一，予以記申誡處分。

- 一、行為不當致對他人造成傷害或權益受損，情節較輕者。
- 二、無故缺席規定參與之集會、活動者。
- 三、妨害正常教學、活動，情節較輕者。
- 四、影響公共秩序、衛生、安全、安寧，情節較輕者。
- 五、拒絕接受導正教育者。
- 六、違反智慧財產權或教育部及本校網路使用規範，合於下列各款之一者：
  - (一)在網路上發表未經管理單位核准之資料者。
  - (二)盜用帳號或使用虛假帳號，以窺視他人之電子郵件或檔案者。
  - (三)未經作者同意，超出合理使用範圍，將其著作下載、拷貝、上傳、轉載於公開之網站者。
  - (四)使用校園網路散佈不實之資訊、電腦病毒、傳送具威脅性或恐嚇資訊及讓他人電腦無法運作者。
- 七、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，情節輕微者。
- 八、對他人為性騷擾，情節較輕者。

## Article 8 Warning

Under the following circumstances, students are given a warning:

1. Misbehavior causes minor damage to others.
2. Be absent from obligatory gatherings and events.

3. Disturb the class.
4. Disturb public order.
5. Refuse to take correctional education
6. Commit intellectual property infringements and violation of internet use regulation of MOE and NTNU in the following circumstances:
  - a. Publish contents that are not permitted by the authorities.
  - b. Hack accounts or use a fake account to obtain others' emails and files
  - c. Copy, cite or distribute publication without permission of the author.
  - d. Use campus Internet to spread false information, virus, and threats.
7. Harrass others via e-mails or stalking.
8. Commit minor sexual harassment.

第九條 小過：學生行為有下列情形之一，予以記小過處分。

- 一、「記申誠」之再犯者。
- 二、行為不當致對他人造成傷害或權益受損，情節較重者。
- 三、妨害正常教學、活動，情節較重者。
- 四、影響公共秩序、衛生、安全、安寧，情節較重者。
- 五、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，情節嚴重者。
- 六、對他人為性騷擾或性霸凌，情節較重者。
- 七、違反智慧財產權或教育部及本校網路使用規範，合於下列各款之一者：
  - (一)在校內推銷、販賣盜版唱片、光碟、影帶、書刊等違反著作權法或仿冒物品者。
  - (二)在校內以違反法令之方式，侵害他人之智慧財產權者。
  - (三)建立色情暴力網站、惡意入侵電腦網站破壞系統、資料或發送郵件炸彈危及電腦主機安全、干擾他人電磁紀錄者。
  - (四)篡改學校各單位網頁，入侵他人所屬電腦、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。
  - (五)以電子郵件、線上談話、電子佈告欄(BBS)散佈詐欺、誹謗、侮辱、猥褻、騷擾、非法軟體交易或其他違法之訊息。

#### Article 9

Under the following circumstances, students are given a minor demerit:

1. Repeat offender that has already been given a warning
2. Misbehavior causes serious damages to others.
3. Severely disturb the class
4. Severely disturb public order
5. Harrass others via email, stalking, or other malicious means, severely disturbing their lives.
6. Commit sexual harassment or sexual bullying.
7. Commit intellectual property infringements and violation of internet use regulation of MOE and NTNU in the following circumstances:

1. Sell pirated CDs, DVDs, and publications.
2. Commit intellectual property infringements on campus.
3. Establish websites that contain erotic and violent content, spread emails that contain malwares, and sabotaging digital records.
4. Tamper with school websites, sabotage others' computers and servers, and steal and browse documents without consent.
5. Spread deception, slanders, insults, obscenity, harassment, illegal transaction information via emails, social media, and BBS.

第十條 大過：學生行為有下列情形之一，予以記大過處分。

- 一、「記小過」之再犯者。
- 二、考試舞弊，情節較重者。
- 三、偽造、變造學校成績、學籍、證明或各類公文書者。
- 四、撕毀、塗抹學校公告文件者。
- 五、蓄意破壞學校公物或公共秩序、衛生、安全、安寧者。
- 六、從事非法活動或組織非法團體者。
- 七、使用非法違禁藥品者。
- 八、攜帶危險或違禁物品者。
- 九、有竊盜、賭博、鬥毆、恐嚇、誹謗、詐欺、勒索、貪瀆、酗酒滋事等行為者。
- 十、意圖性騷擾，乘人不及抗拒而為親吻、擁抱或觸摸其臀部、胸部或其他身體隱私處之行為者。
- 十一、對他人為性侵害或性霸凌，情節嚴重者。

Article 10

Under the following circumstances, students are given a major demerit

1. Repeat offender that has already been given a minor demerit.
2. Cheat in exams
3. Forge grades, student status, certifications, and documentation
4. Damage or smear school bulletin and documentation.
5. Intentional vandalism or disturbance of public order
6. Be involved in illegal activities or organizations
7. Drug abuse
8. Carry contrabands
9. Theft, gamble, brawl, intimidation, slander, fraud, extortion, corruption, and alcoholism
10. Sexual harassment
11. Sexual assault and bullying

第十一條 定期察看：學生行為有下列情形之一，得視情況，予以定期察看處分。

一、「記大過」之再犯者。

二、懲處累計達大過二次，小過二次者。

三、對他人為性侵害或性霸凌，情節重大者。

定期察看以一學期至一學年為原則。

定期察看期間再犯記過以上處分者，或期滿後再犯記大過以上之處分者，

予以退學。如有記功以上之獎勵者，中止定期察看處分。

#### Article 11 Detention

Under the following circumstances, students are given detention:

1. Repeat offender that has already been given a major demerit.
2. Repeat offender that have received two major demerits and two minor demerits
3. Sexual assault or sexual bullying

The length of a detention is one semester at least, and one academic year at most. Students who receive another major demerit during or after the detention will be expelled from the school.

If students receive major merits during the detention, the penalty will be suspended.

第十二條 退學：學生行為有下列情形之一，予以退學處分。

一、記大過滿三次者。

二、定期察看期間再犯記過以上之處分者，或定期察看期滿後，再犯記大過以上之處分者。

三、嚴重危害校園安全者。



四、觸犯刑法，且經法院有罪判決確定者。

#### Article 12 Expulsion

Under the following circumstances, students will be expelled from school:

1. Repeat offender that have been given three major demerits.
2. Receive another major demerit during or after the detention.
3. Jeopardize campus safety
4. Commit crime and be convicted by court

第十三條 開除學籍：學生行為有下列情形之一，予以開除學籍處分。

一、違反「退學」處分所列各項且情節重大者。

二、行為嚴重危害社會、國家者。

#### Article 13

Under the following circumstances, students will be deprived of student status:

1. Commit offense under article 12 in circumstances of aggravation.
2. Jeopardizing social and national security.

### 獎懲要點

#### Guidelines for Rewards and Penalties

第十四條 凡初次記小過或大過者，其懲罰之一部分，得以導正教育替代。

#### Article 14

First time offender who commits offenses under Article 9 and Article 10 will be given correctional educations instead.

第十五條 學生有違反本辦法規定，應予懲處之行為者，在學校未發現其行為之前，即主動向學務處報告者，得減輕處分。

#### Article 15

Students who commit offenses listed in the regulation will be granted penalty reduction if they turn themselves in to the Office of Student Affairs.

第十六條 學生犯本辦法之規定而未達記大過之處分者，得依「國立臺灣師範大學學生銷過實施要點」銷過，「國立臺灣師範大學學生銷過實施要點」由學生事務會議另訂之。

#### Article 16

Students who commit offense under Article 7, 8, and 9 may apply for penalty cancellation in accordance with Guidelines for National Taiwan Normal University Student Penalty Cancellation. Guidelines for National Taiwan Normal University Student Penalty Cancellation shall be formulated separately by the Student Affairs Meeting.

第十七條 受「退學」或「開除學籍」處分，不得因曾獲獎勵，要求折抵減免。

Article 17

Students who are expelled or deprived of student status shall not request the waiver of the penalty with reward records.

第十八條 學生經處分後，如有再犯相同行為或屢誠不改者，得加重處分。

Article 18

Repeat offenders will be given harsher penalties.

第十九條 學生在學校處理其個人處分之過程中，故意提供或唆使他人提供不實證據或資料，經查證屬實，得加重處分。

Article 19

Offenders who provide or suborn others to provide forged evidence will be given harsher penalties.

第二十條 任何獎懲事件經正常程序處理完畢即行結案。若事後又發現在處理過程中未能適時取得之證據或資料，得重新議處。

Article 20

Closed student disciplinary cases shall be re-investigated if new evidence is found.

## 第四章 獎懲作業

Chapter 4 Procedure

第二十一條 學生個人行為之懲處，除依本辦法所明文規定者外，得酌量下列各款之情形加重或減輕：

- 一、行為之動機、目的。
- 二、行為時所受之刺激。
- 三、行為之手段。
- 四、行為人之生活狀況、品行。
- 五、行為人與被害人平日之關係。
- 六、行為所生之危險或損害程度。
- 七、行為後之態度。

Article 11

Penalties may be increased or reduced based on the following circumstances:

1. Motive
2. Incentive
3. Means
4. Offenders' backgrounds
5. Relationships between the offenders and victims
6. Damage caused by the offense
7. Attitude after the offense

第二十二條 學生有功過事實，得由有關單位、本校之教職員工生提出獎懲建議。  
建議人提報獎懲建議時，應依照規定程序簽核並列舉事實，包括建議人、建議單位、具體內容、所符合之條文及建議獎懲項目等。

#### Article 22

The proposition of students' rewards and penalties shall be filed by the faculty of the school.

When

filing a proposition, it shall be conducted in accordance with the procedure. The proposition shall include the name of the proposer, his or her unit, the fact, the applicable section, and suggested reward or penalty.

第二十三條 記小功及申誡以下之獎懲案件，簽請學務長核定公布。  
記小過以上及大功之案件，提學生獎懲委員會議審議。  
記大過以上之懲罰案件，得視需要由學生獎懲委員會及相關單位組成調查小組調查處理，提學生獎懲委員會審議。

#### Article 23

Cases of commendation, minor merits, correctional education, and warnings shall be promulgated upon the approval of the Vice President of Student Affairs.

Cases of major merits and minor demerits shall be submitted to the Student Disciplinary Committee for hearing.

Cases of major demerits, detention, expulsion, and cancellation of student status shall be investigated by the investigation team formed by the Student Disciplinary Committee and relevant authorities and submitted to the Committee for hearing.

第二十四條 學生獎懲委員會議審議獎懲案件時，得邀請相關單位、人員及當事人列席說明。

學生獎懲委員會議審議懲處案件時，若認有必要，應通知應付懲處學生到會，並給予其陳述意見之機會。

#### Article 24

The Student Disciplinary Committee shall invite authorities and persons involved in the case hearing.

The Committee shall notify the student to be in presence of the hearing to make a statement.

第二十五條 記小過以上之懲處案件，應以書面通知家長或監護人及相關人員。

#### Article 25

When hearing cases of minor demerits, the parents or guardians shall be notified in written form.

第二十六條 對初犯、記大過以下之學生，只公布其犯過事實，不公布其姓名。

#### Article 26

For first-time offenders and offender who commit offenses under Article 7,8, and 9, only the offenses will be promulgated.

第二十七條 學生受懲處，經核定公布後，如有異議，得依程序向學生申訴評議委會提出申訴。

#### Article 27

If students have any objection to the penalties after the promulgation, they may file complaints to the Student Complaints Committee.

第二十八條 學生之獎懲案件，由生活輔導組提供導師參考。

#### Article 28

The Division of Student Assistance will provide cases of rewards and penalties to advisors for reference.

### 第五章 附則

#### Chapter 5 Supplementary Provision

第二十九條 學生如有特殊優異表現或違反本辦法以外之事實者，得召開學生獎懲委員會議審議。

#### Article 29

The Student Disciplinary Committee shall hear special cases where students have exceptional

performances or commit offenses not listed in the regulations.

第三十條 本辦法經校務會議通過後實施，並報教育部備查，修正時亦同。

Article 30

The regulations and amendments shall be approved by the University Affairs Meeting and take effect upon approval of the Ministry of Education.