明志科技大學 Ming Chi University of Technology

規章編號

Document No.:

A042030007

學生獎懲規定 Regulations of Reward and Discipline for Students

制定部門:學生事務處生活輔導組 中華民國 110 年 10 月 27 日 修訂 Established by: Student Assistance Division, Office of Student Affairs Amended on October 27, 2021 修訂記錄: Revision History

97.06.12校務會議編訂

Compiled by the University Council Meeting on 2008.06.12

100.11.10 校務會議修訂 Amended by the University Council Meeting on 2011.11.10

100.12.19 臺訓(一)字第 1000229974 號函備查 Approved for recordation by Letter Tai-Shun-(I)-Zi No. 1000229974 dated 2011.12.19

103.05.26 校務會議修訂

Amended by the University Council Meeting on 2014.05.26

103.08.11 臺教學(二)字第 1030115917 號函備查 Approved for recordation by Letter Tai-Jao-Xue-(II)-Zi No. 1030115917 dated 2014.08.11

106.06.05 校務會議修訂 Amended by the University Council Meeting on 2017.06.05

106.07.24 臺教學(二)字第 1060104596 號函備查 Approved for recordation by Letter Tai-Jao-Xue-(II)-Zi No. 1060104596 dated 2017.07.24

108.11.06 校務會議修訂 Amended by the University Council Meeting on 2019.11.06

108.12.12 臺教學(二)字第 1080177185 號函備查 Approved for recordation by Letter Tai-Jao-Xue-(II)-Zi No. 1080177185 dated 2019.12.12

110.05.19 校務會議修訂

Amended by the University Council Meeting on 2021.05.19

110.06.22 臺教學(二)1100083899 號函備查

Approved for recordation by Letter Tai-Jao-Xue-(II)-Zi No. 1100083899 dated 2021.06.22

110.10.27 校務會議修訂

Amended by the University Council Meeting on 2021.10.27

110.11.19 臺教學(二)1100158153 號函備查

Approved for recordation by Letter Tai-Jao-Xue-(II)-Zi No. 1100158153 dated 2021.11.19

著作權人:明志科技大學 Copyrighted to: Ming Chi University of Technology 目

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明志科技大學 學生獎懲規定 Ming Chi University of Technology Regulations of Reward and Discipline for Students

97 年 06 月 12 日校務會議編訂 110 年 10 月 27 日校務會議修訂 Compiled by the University Council Meeting on June 12, 2008 Amended by the University Council Meeting on October 27, 2021

第一條 為鼓勵學生敦品勵學,奮發向上,培養榮譽感責任心,以樹立 優良校風,依據大學法第三十二條訂定「學生獎懲規定」(以

- Article 1 These "Regulations of Reward and Discipline for Students" (hereinafter called these "Regulations") is established in accordance with Article 32 of the *University Act* to encourage student to behave themselves, study hard, make progress, develop the sense of honor and responsibility, and establish an excellent school ethos.
- 第二條 獎勵、懲罰種類區分如下:
 一、獎勵:嘉獎、小功、大功、特別獎勵(獎狀、獎章、獎牌、獎品、獎金)。
 二、懲罰:勞動服務、申誡、小過、大過、定期察看、勒令退學、開除學籍。

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Article 2 Types of Reward and Disciplinary Actions

下簡稱本規定)。

- 1. Rewards: Commendation, minor merit, major merit, special reward (certificate of honor, trophy, medal, gift, bonus)
- 2. Disciplinary actions: Labor service, reprimand, minor demerit, major demerit, term probation, forced withdrawal, expulsion.

第三條 凡有下列各款情形之一者,予以嘉獎獎勵:

- 一、服務公勤、熱心負責,有具體事實者。
- 二、參加課外活動 ,表現良好者。
- 三、拾物 (金) 不昧, 誠信可風者。
- 四、參加校內各項比賽成績第二至六名者。
- 五、依本校「學生參加校外競賽獎勵辦法」,應予以嘉獎獎勵 者。
- 六、擔任學校各類幹部表現良好者。
- 七、工讀實習前協助聯繫面試分發相關作業、工讀實習期間擔 任小組長者。
- 八、依本校「學生專業技術證照獎勵辦法」,應予以嘉獎獎勵 者。
- 九、其他優良事蹟經師長認定,應予記嘉獎者。
- Article 3 Students shall be rewarded with commendation for any one of the following deeds:
 - 1. Impartial and diligent, enthusiastic and responsible in service with specific proof.
 - 2. Great performance in extracurricular activities.
 - 3. Commendable righteous deed: Return property (money) found.
 - 4. Won any one of the second to sixth places in various campus competitions.
 - 5. Great performance commendable according to the "Guidelines for Rewarding Participation in Off-Campus Competitions."
 - 6. Great performance as any MCUT staff members.
 - 7. Assistance with coordination for interviews and assignments before internships and serving as a team leader during internships.
 - Great performance commendable according to MCUT's "Guidelines for Rewarding Students Passing Technician Skills Certification."
 - 9. Other commendable performance as recognized by academic or administrative staff.

- 第四條 凡有下列各款情形之一者,予以小功獎勵:
 - 一、輔導同學課業、生活,特具績效者。
 - 二、依本校「學生參加校外競賽獎勵辦法」,應予以小功獎勵 者。
 - 三、參加校內各類比賽榮獲第一名者。
 - 四、參加縣市級體育比賽,獲得前三名者。
 - 五、參加全國性體育比賽,獲得第四至第八名者。
 - 六、工讀實務實習期間,表現優異獲實習公司部門主管推薦者。 七、擔任學校各類幹部表現優異者。
 - 八、依本校「學生專業技術證照獎勵辦法」,應予以小功獎勵 者。
 - 九、拾金(物)不昧,誠信可風者。
 - 十、其他優良事蹟,經師長認定應予記小功者。
- Article 4 Students shall be rewarded with a minor merit for any one of the following deeds:
 - 1. Outstanding performance in assisting other students with study and the daily life.
 - 2. Outstanding performance deserving a minor merit according to the "Guidelines for Rewarding Participation in Off-Campus Competitions."
 - 3. Won the first place in various campus competitions.
 - 4. Won any one of the first three places at a county or city athletic meet.
 - 5. Won any one of the fourth to eighth places at a national athletic meet.
 - 6. Outstanding performance during internships and recommended by the department head of the partner company.
 - 7. Outstanding performance as any MCUT staff members.
 - 8. Outstanding performance deserving a minor merit according to MCUT's "Guidelines for Rewarding Students Passing Technician Skills Certification."
 - 9. Commendable righteous deed: Return property (money) found.
 - 10. Other outstanding performance deserving a minor merit as recognized by academic or administrative staff.

- 第五條 凡有下列各款情形之一者,予以大功獎勵:
 - 一、響應推行學校重要政策,有特殊優異表現者。
 - 二、提供建設性之建議,並能率先力行,增進校譽者。
 - 三、創造發明或發表有價值之學術論文,因而增進校譽者。
 - 四、依本校「學生參加校外競賽獎勵辦法」,應予以大功獎勵 者。
 - 五、參加全國性體育比賽,獲得前三名為校爭光者。
 - 六、擔任學生幹部績效特優,對樹立優良校風著有貢獻者。
 - 七、依本校「學生專業技術證照獎勵辦法」,應予以大功獎勵 者。
 - 八、其他優良事蹟,經簽請校長核定應予記大功者。
- Article 5 Students shall be rewarded with a major merit for any one of the following deeds:
 - 1. Excellent performance in supporting and implementing important school policies.
 - 2. Making and practicing ahead of others constructive recommendations to improve school reputation.
 - 3. Creation, invention, or publishing valuable academic papers to improve school reputation.
 - 4. Distinguished performance deserving a major merit according to the "Guidelines for Rewarding Participation in Off-Campus Competitions."
 - 5. Won any one of the first three places at a national athletic meet to bring glory to the school.
 - 6. Excellent performance as a student staff member with contribution to setting up sound school ethos.
 - Excellent performance deserving a major merit according to MCUT's "Guidelines for Rewarding Students Passing Technician Skills Certification."
 - 8. Other excellent performance deserving a major merit as recognized by academic or administrative staff.
- 第六條 凡有下列各款情形之一者,除大功獎勵外,得另予特別獎勵(獎 品、獎狀、獎章、獎金)或公開表揚:
 - 一、冒險犯難、捨已為人、堪為表率者。
 - 二、在學期間寫作、編著、或譯述有價值之作品,有益於國家、

社會者。

- 三、應屆畢業生在學期間保持全勤者。
- 四、參加國際性比賽獲獎者。
- 五、其他特別優良事蹟,經學生獎懲委員會決議應予特別獎勵者。
- Article 6 In addition to a major merit, students will be rewarded with special rewards (gift, certificate of honor, bonus) or public commendation under any one of the following deeds:
 - 1. Courage to take risks and altruism deserving as a model.
 - 2. Writing, compiling, or translating valuable works during study to benefit the nation and society.
 - 3. Graduation class students maintaining full attendance in the semester.
 - 4. Wining awards at international competitions.
 - 5. Other distinguished performance deserving a special award as resolved by the Student Rewards and Disciplinary Committee.
- 第七條 凡有下列各款情形之一者,予以勞動服務二小時處分:
 - 一、朝會無故未到者。
 - 二、校園內穿著拖鞋者。
 - 三、其他相當於以上各款情事者。
- Article 7 Students shall be requested to provide 2 hours of labor service under any one of the following circumstances:
 - 1. Unexcused absence from a morning assembly.
 - 2. Wearing slippers on campus.
 - 3. Other behavior equivalent to the above.
- 第八條 凡有下列各款情形之一者,予以申誡處分:
 - 一、不按規定辦理校內各項手續者。
 - 二、未於規定時間內完成請假手續者。
 - 三、在公共場所或寢室內喧嘩干擾他人,經勸阻無效者。
 - 四、言行粗暴或對同學施以無禮行為者。
 - 五、無故不接受依法應為之身體檢查者。
 - 六、將寢室門上玻璃遮蓋,經勸阻無效者。
 - 七、未經核准擅自住宿舍者。

八、未經允許在宿舍飼養寵物者或使用未經允許之電器者。

- 九、校內騎機車未戴安全帽者。
- 十、違反機車棚停放規定或無證停放於機車棚者。
- 十一、受懲處之勞動服務逾期未完成者。
- 十二、涉及性騷擾案件,經性別平等教育委員會建議予以申誡 處分者。
- 十三、工讀實務實習期間未如期繳交每月聯繫表、發生問題未 與輔導老師聯繫,經輔導老師認定應予申誡處分者。
- 十四、擔任各級幹部或工讀生期間未盡職責,情節輕微者。
- 十五、未遵守學校防疫措施。
- 十六、其他相當於以上各款情事者。
- Article 8 Students shall be disciplined with a reprimand for any one of the following misdemeanors:
 - 1. Failure to complete all campus procedures according to the relevant regulations.
 - 2. Failure to complete the leave application procedures by the deadline.
 - 3. Failure to make corrections after being advised for stop making noise and disturbing others in common (public) areas or bedrooms.
 - 4. Verbal abuse or being rude to other students.
 - 5. Unexcused rejection of mandatory physical examinations.
 - 6. Failure to make corrections after being advised for not covering up glasses on the bedroom door.
 - 7. Unpermitted lodging in the dormitory.
 - 8. Keeping pets without permission or use of unauthorized electrical appliances in the dormitory.
 - 9. Failure to wear safety helmets when motorcycling on campus.
 - 10. Violation of the motorcycle parking shed regulations or leaving motorcycles in the motorcycle parking shed without a permit.
 - 11. Failure to complete the disciplinary labor service by the deadline.
 - 12. Involvement in sexual harassment deserving a reprimand as recommended by the Gender Equality Education

Committee.

- 13. Failure to hand out the monthly student-advisor contact log as scheduled and/or contact the internship advisor after issue occurrences during internship deserving a reprimand as recognized by the internship advisor.
- 14. Failure to carry out duties as a staff member at all levels or during internship in a not serious manner.
- 15. Failure to abide by the school's epidemic control measures.
- 16. Other behavior equivalent to the above.
- 第九條 凡有下列各款情形之一者,予以小過處分。
 - 一、不服師長糾正或對師長有不禮貌行為者。
 - 二、損壞設施或佔用公物,不如期賠償或歸還者。
 - 三、重要集會、活動無故不到者。
 - 四、擾亂校園秩序或上課(集會)秩序者,經勸導仍未改善者。
 - 五、攜帶或收藏易燃物或違禁品者。
 - 六、有欺騙行為者。
 - 七、學生在校內喝酒、嚼食檳榔者。
 - 八、學生在校內非指定吸煙區吸菸者。
 - 九、違反校園網路使用規範者。
 - 十、不假外(出)宿或逾假不歸者。
 - 十一、晚點名無故未到者。
 - 十二、未經核准私帶校外人士或異性進入學生寢室者。
 - 十三、未經核准私帶本校同性同學留宿者。
 - 十四、未經核准在學校內騎乘機車者。
 - 十五、涉及性騷擾案件,經性別平等教育委員會建議予以小過 處分者。
 - 十六、工讀實務實習期間違反「大學部工讀實務實習作業規範」 之轉換實習單位程序,以及未依規定期間繳交工讀實務 實習報告者。
 - 十七、擔任各級幹部或工讀生期間未盡職責,情節嚴重者。
 - 十八、未遵守學校防疫措施,情節嚴重者。

十九、其他相當於以上各款情事者。

Article 9 Students shall be disciplined with a minor demerit for any one of the following misdemeanors:

- 1. Discontent with the corrections of academic or administrative staff or being rude to them.
- 2. Failure to compensate for sabotage of school facilities or return embezzled school property as scheduled.
- 3. Unexcused absence from important assemblies or activities.
- 4. Failure to make corrections after being advised to stop disturbing campus order or classroom (assembly) order.
- 5. Carrying or hiding flammable objects or contrabands.
- 6. Fraudulent behavior.
- 7. Using alcohol or betel nuts on campus.
- 8. Smoking in non-smoking areas on campus.
- 9. Violation of campus internet use regulations.
- 10. Absence (lodging off-campus) without leave or absent over leave.
- 11. Unexcused absence from the evening roll call.
- 12. Bringing outsiders or opposite-sex friends to the dormitory bedroom without permission.
- 13. Allowing same-sex students to lodge in the dormitory bedroom without permission.
- 14. Unpermitted motorcycling on campus.
- 15. Involvement in sexual harassment deserving a minor demerit as recommended by the Gender Equality Education Committee.
- 16. Violation of the internship unit switch procedures in the "Regulations for Undergraduate Internships" during the internship and failure to hand out the internship report as scheduled.
- 17. Failure to carry out duties as a staff member at all levels or during internship in a serious manner.
- 18. Failure to abide by the school's epidemic control measures in a serious manner.
- 19. Other behavior equivalent to the above.
- 第十條 凡有下列各款情形之一者,予以大過處分。
 - 一、冒用、假借、塗改、偽造文書、證件或借與他人使用已有 證件致妨礙他人權益者。
 - 二、冒用師生帳號密碼,破解使用電腦之保護措施,或篡改學

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校系統資料者。

- 三、利用電腦網路散佈不實謠言、不雅文字、圖片,而污辱損 人名譽者。
- 四、侵犯他人智慧財產權,經媒體及司法單位舉發者,造成他 人損害慘重及影響校譽者。
- 五、各種考試舞弊者。
- 六、欺侮同學傷害他人身體健康或相互鬥毆者。
- 七、涉及金錢之賭博行為、使用賭具(麻將、天九牌等)、酗 酒滋事者。
- 八、故意損毀破壞校園公物、圖書館書籍或教學設備者。
- 九、因行為過失引起爆炸、火警等公共危險事件者。
- 十、以言語、肢體動作、文字、圖畫等各種形式,侮辱師長者。
- 十一、攜帶兇器(含刀、棒、鐵器等)來校者或儲放危險物品 有危害公共安全之虞者。
- 十二、未經核准私帶校外人士或異性留宿者。
- 十三、涉及性騷擾案件,經性別平等教育委員會建議予以大過 處分者。
- 十四、工讀實務實習期間擅自離職,以及因個人疏失造成實習 單位嚴重損失,經簽請校長核定記大過處分者。
- 十五、未遵守學校防疫措施,造成他人、學校嚴重損失者。
- 十六、其他相當於以上各款情事者。
- Article 10 Students shall be disciplined with a major demerit for any one of the following misdemeanors:
 - 1. Offending other's rights and interests due to the use of fraudulent, borrowed, altered, forged documents or identifications or lending own identifications to others fabricated documents for admission.
 - 2. Identity theft and account fraud of the account and password of academic staff, cracking the security measures of computers, or diddling school system data.
 - 3. Spreading rumors, profanity, and/or indecent photos to discredit the reputation of others.
 - 4. Infringement of other's intellectual property rights to cause severe damage to others and discredit school reputation after exposure by the media or judicial authorities.
 - 5. Cheating in any type of examination.

- 6. Verbal and physical bullying to harm other's physical health or group brawls.
- 7. Gambling or use of gambling equipment (e.g. mahjong, Chinese dominoes, and others) involving money, causing nuisance under the influence of alcohol.
- 8. Sabotage of campus property, library books, and other teaching equipment.
- 9. Public safety incidents, such as explosion or fire, out of negligence.
- 10. Bullying academic and/or administrative staff verbally and/or physically and/or with text and/or pictures, and others.
- 11. Carrying weapons (including knives, bats, ironware) to schools or storage of dangerous objects with threats to public safety.
- 12. Bringing outsiders or opposite-sex friends to lodge in the dormitory bedroom without permission.
- Involvement in sexual harassment deserving a major demerit as recommended by the Gender Equality Education Committee.
- 14. Unacknowledged dismissal during internship and causing serious damage to the internship employer due to personal negligence deserving a major demerit as approved by the president.
- 15. Failure to abide by the school's epidemic control measures causing serious damage to others and the school.
- 16. Other behavior equivalent to the above.
- 第十一條 凡有下列各款情形之一者,予以定期察看處分。
 - 一、聚眾滋事鬥毆者。
 - 二、毆打他人成傷者。
 - 三、惡意批評攻訐學校或侮辱、要脅師長者。
 - 四、在校期間,功過相抵滿兩大過兩小過者。
 - 五、涉及性騷擾案件,經性別平等教育委員會建議予以定期 察看者。
 - 六、工讀實務實習期間怠工、不服輔導老師或實習單位人員 合理教導且屢勸不聽、連續累計三天曠職及未遵守安全

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衛生規定遭實習單位退訓,經學生獎懲委員會決議予以 定期察看處分者。

- 七、其他相當於以上各款情事者。
- Article 11 Students shall be disciplined with term probation for any one of the following misdemeanors:
 - 1. Gathering crowds to provoke troubles and engage in group brawls.
 - 2. Beating others with bodily harm.
 - 3. Maliciously criticizing the school or insulting or threatening academic and/or administrative staff.
 - 4. Receiving two major demerits after offsetting demerits with merits during the study.
 - 5. Involvement in sexual harassment deserving term probation as recommended by the Gender Equality Education Committee.
 - 6. Rejection by the internship employer for go-slow (slowdown) during internship, rejection of the reasonable instruction and lecturing of the internship advisor, unexcused absence for three consecutive days, or violation of the safety and health regulations deserving term probation as recommended by the Student Reward and Discipline Committee.
 - 7. Other behavior equivalent to the above.
- 第十二條 凡有下列各款情形之一者,予以勒令退學處分。

一、操行成績不及格者。

- 二、全學期曠課達四十五小時者。
- 三、在校期間,功過相抵後累積滿三大過者。
- 四、經辨團體事務有舞弊侵佔之行為者。
- 五、犯竊盜、勒索行為者。
- 六、在校外酗酒、鬧事、打架,嚴重影響校譽者。

- 七、濫用管制藥物及各級毒品者。
- 八、有性侵害行為者,經性別平等教育委員會建議予以退學 處分者。
- 九、工讀實務實習期間未遵守主管指示,故意破壞導致建教 公司嚴重損失或人員傷害,經學生獎懲委員會決議應予

退學處分者。

- 十、其他相當於以上各款情事者。
- Article 12 Students shall be disciplined with forced withdrawal for any one of the following misdemeanors:
 - 1. Conduct mark failure.
 - 2. Unexcused absence for a total of 45 hours in the same semester.
 - 3. Receiving three major demerits after offsetting demerits with merits during the study.
 - 4. Corruption and embezzlement when handling group affairs.
 - 5. Committing theft and coercion.
 - 6. Drinking, making troubles, brawls to seriously damaging the school reputation.
 - 7. Abuse of controlled substances and all classes of drugs.
 - 8. Sexual assaults deserving a forced withdrawal as recommended by the Gender Equality Education Committee.
 - 9. Failure to follow the supervisor's instruction, sabotage of the internship employer causing serious damage or personal harm during internship deserving a forced withdrawal as recommended by the Student Reward and Discipline Committee.
 - 10. Other behavior equivalent to the above.
- 第十三條 凡有下列各款情形之一者,予以開除學籍處分。
 - 一、參加非法組織(幫派)或參與其活動者。
 - 二、違犯國家刑事,經法院判刑確定而未獲緩刑者。
 - 三、假借、冒用、偽造或變造學歷證件入學者。
 - 四、入學後經發現入學考試舞弊經學校查證屬實或判刑確定 者。
- Article 13 Students shall be disciplined with expulsion for any one of the following misdemeanors:
 - 1. Participation in illegal organizations (gangs) or their activities.
 - 2. Committing the crimes as convicted by a court of law

without probation.

- 3. Use of borrowed, fraudulent, forged, or fabricated identifications for admission.
- 4. Cheating in the entrance examination verified by the school or convicted by a court of law after admission.
- 第十四條 獎懲核定權責:
 - 一、嘉獎、申誡:由生輔組長核定。
 - 二、小功、小過:簽請學務長核定。
 - 三、大功、特別獎勵、大過:簽請校長核定。
 - 四、定期察看、勒令退學、開除學籍:經學生獎懲委員會審 議通過,陳請校長核定。
- Article 14 Responsibility and Authority for Reward and Discipline
 - 1. Commendation and reprimand: Approved by the director of the Student Assistance Division.
 - 2. Minor merit and minor demerit: Approved by the dean of student affairs with a request for approval.
 - 3. Major merit and major demerit: Approved by the president with a request for approval.
 - 4. Term probation, forced withdrawal, and expulsion: Passed by the Student Reward and Discipline Committee and approved by the president with a request for approval.
- 第十五條 定期察看學生處理規定應按下列各款辦理:
 - 一、定期察看必須填具切結書,並由該生家長或法定監護人
 簽章切結知悉相關規定。
 - 二、定期察看期間之學期操行成績最高以六十分計算。
 - 三、定期察看如有記小過者即退學,申誡累計亦同。
 - 四、定期察看時間以二學期為原則,必要時得由學生獎懲委 員會訂定其定期察看期限。
 - 五、定期察看滿二學期能改過遷善表現良好者,得提學生獎 懲委員會會議通過,撤銷其定期察看處分。
 - 六、定期察看期間學生之獎勵照規定予以記錄,俟定期察看 撤銷後,准予追認之。
 - 七、定期察看撤銷之後,如無獎勵者,仍保持兩大過兩小過 之處分記錄。

八、定期察看撤銷之後,其操行成績恢復八十二分之基準。

- Article 15 The regulations governing students on term probation are as follows:
 - 1. An affidavit of shall be signed by students as well as their parents of statutory guardians to ensure acknowledgement of the relevant regulations for term probation.
 - 2. The highest semester conduct mark during the term probation shall be 60 marks.
 - 3. Forced withdrawal shall be requested for receiving a minor demerit during the term probation. The same shall apply to a specific number of reprimands received during the term probation.
 - 4. Term probation shall last for 2 semesters in principle. The Student Reward and Discipline Committee may define the probation duration as necessary.
 - 5. The term probation discipline may be withdrawn with the approval of the Student Reward and Discipline Committee meeting when students make corrections and behave well after the term probation for 2 semesters.
 - 6. Rewards earned during the term probation shall be recorded according to the regulations and will be recognized with permission after the withdrawal of the term probation.
 - 7. When no reward is earned, the record of two major demerits and two minor demerits remain after the withdrawal of the term probation.
 - 8. After the withdrawal of the term probation, the base conduct mark will be resumed to 82 marks.
- 第十六條 為激發學生改過遷善,凡學生違規受大過以下處分,得依本 校「學生自省、自勵改過銷過實施辦法」申請銷過。
- Article 16 To motivate students to make corrections, students disciplined not with major demerits may apply for with offsetting demerits according to the "Guidelines of Offsetting Demerits for Students After Self-Reflection and Self-Corrections."

- 第十七條 學生遭受處分後若有不服,得依本校「學生申訴處理辦法」 向學生輔導組提出申訴。
- Article 17 Students disagreeing with the disciplinary action may appeal to the Student Assistance Division according to MCUT's "Guidelines for Handling Student Grievances."
- 第十八條 本規定由學務會議審議,經校務會議通過,陳校長核定後公 布實施,並報教育部備查,修訂時亦同。
- Article 18 These Regulations shall be promulgated and implemented after the evaluation of the Office of Academic Affairs, passage of the university council meeting, and approval of the president and shall be reported to the Ministry of Education for recordation. The same shall apply to the amendments hereto.