

明志科技大學
Ming Chi University of
Technology

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學生操行成績考核作業辦法
Guidelines for Conduct Evaluation of
Students

制定部門：學生事務處生活輔導組

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學生操行成績考核作業辦法

Guidelines for Conduct Evaluation of Students

95 年 11 月 30 日學務會議修訂

108 年 09 月 10 日學生事務會議修訂通過

Amended by the Student Affairs Meeting on November 30, 2006

Amendment passed by the Student Affairs Meeting on September 10, 2019.

第一條 目的

為使本校學生操行成績之考核有所依據，訂定「學生操行成績考核作業辦法」以下簡稱本辦法。

Article 1 Objective/Purpose

The “Guidelines for Conduct Evaluation of Students” (hereinafter called these “Guidelines”) is established to provide a reference for student conduct evaluation.

第二條 適用對象

本校學生（含延修生）。

Article 2 Applicability

These Guidelines shall apply to all MCUT students (including students with delayed graduation).

第三條 操行成績考核等級區分

- 一、優等—90 分以上者。
- 二、甲等—80 分以上不滿 90 分者。
- 三、乙等—70 分以上不滿 80 分者。
- 四、丙等—60 分以上不滿 70 分者。
- 五、丁等—不滿 60 分者。丁等為不及格，應勒令退學。

Article 3 Grading of Conduct Evaluation

1. Excellent: Over 90 marks
2. A: 80–below 90 marks.

3. B: 70–below 80 marks.
4. C: 60–below 70 marks.
5. D: Below 60 marks. D means fail and forced withdrawal shall apply.

第四條 操行成績計算

- 一、學生操行成績由班導師及教官共同考核（各系延修生之導師由各系主任擔任，輔導教官由生活輔導組組長擔任。），班導師及教官應於學期結束前線上系統評定「學生操行成績及導師評語」，各系延修生以紙本傳送學務處彙辦。
- 二、學生操行成績以 82 分為基準，由班導師及教官應依考察結果加減之，但以各 5 分為限。
- 三、依班導師及教官考核分數加減學生請假、缺曠及獎懲成績後，計算學生操行成績，其超過 100 分者，以 99 分計算。
- 四、凡在一個學期內經記滿大過二次小過二次者，或定期察看者，其操行總分超過 60 分者均以 60 分計算。
- 五、學期結束後之重修及校外實習期間之獎懲或缺曠，列入下學期（年）內計算。
- 六、學生工讀實務實習期間之操行成績由輔導老師於工讀結束前填「學生操行成績考核表」，評量學生操行成績及評語後交研究發展處彙整，再由學務處登錄操行成績。

Article 4 Conduct Mark Calculation

1. The class advisor and military education and training officer shall evaluate the conduct mark of students. (For students with delayed graduation, the department chair shall be the class advisor and the director of the Student Assistance Division the advising military education and training officer.) Before the end of each semester, the class advisor and military education and training shall

determine the “Student Conduct Mark and Advisor Comment” online. The conduct mark and comment of students with delayed graduation shall be delivered to the Office of Student Affairs in paper format.

2. The base level of student conduct mark shall be 82 marks. The class advisor and military education and training officer shall add or deduct this mark within 5 marks according to the evaluation results.
3. After adding or deducting the student conduct mark for leave, unexcused absence, reward, and disciplinary action to the mark given by the class advisor and military education and training officer, calculate the student conduct mark. Marks exceeding 100 will be calculated as 99 marks.
4. For students receiving 2 major demerits and 2 minor demerits in the same semester or on term probation, their conduct mark over 60 marks will be calculated as 60 marks.
5. Repeat students and leave, unexcused absence, reward, and disciplinary action during the off-campus internship after the end of a semester shall be calculated in the next semester (academic year).
6. Before the end of the semester, student advisors shall grade the conduct mark of internship students by filling in the “Student Conduct Mark Evaluation Sheet.” After evaluating the conduct mark and giving comments, student advisors shall deliver the sheet to the Office of Research and Development for the Office of Student Affairs to register the conduct mark of students.

第五條 學生請假、缺曠扣分

一、學生請假、缺曠其操行成績扣分及處理標準如下：

扣分項目	扣分單位	每單位扣分
住院病假	一小時	0.03 分
普通病假	一小時	0.1 分

事假	一小時	0.2分
公假		不扣分
喪假		不扣分
婚假		不扣分
產假		不扣分
生理假	一天	不扣分
遲到	一次	0.2分
早退	一次	0.2分
曠課	一小時	0.5分
校內外重要集會缺席 (除公假、喪假、婚假、產假及住院病假外。)	一次	1分

二、學生全學期未有扣分之請假、遲到、缺曠等記錄者，加全勤分五分。

三、校內外重要集會包含：全校朝會、校運會、校慶、防震防災演練等集會，除公假、喪假、婚假、產假及住院病假外，凡缺席者扣操行1分。

四、一般朝會未到處以勞動服務2小時處分；勞動服務未到者依「學生獎懲規定」懲處。

五、夜間請假之操行扣分以1小時計算。

Article 5 Mark Deduction for Leave and Unexcused Absence

1. Criteria of student conduct mark deduction for leave and unexcused absence

Deduction Item	Deduction Unit	Unit Mark Deduction
Sick leave with hospitalization	each hour	0.03 mark
Ordinary sick leave	each hour	0.1 mark
Personal leave	each hour	0.2 mark
Job-related leave		No mark will be

		deducted
Compassionate (bereavement) leave		No mark will be deducted
Marriage leave		No mark will be deducted
Maternity leave		No mark will be deducted
Menstrual leave	One day	No mark will be deducted
Tardiness	Each time	0.2 mark
Early dismissal	Each time	0.2 mark
Unexcused absence	Each hour	0.5 mark
Absence from important on-campus or off-campus assemblies (except for job-related leave, compassionate (bereavement) leave, marriage leave, maternity leave, and sick leave with hospitalization)	Each time	1 mark

2. Students will be rewarded with an additional 5 marks for full attendance, i.e. no deduction for leave, tardiness, and unexcused absence.
3. Important on-campus or off-campus assemblies: School-wide morning assembly, school athletic meet, school anniversary, and disaster and earthquake drills, one mark will be deduction for each time of absence, except for job-related leave, compassionate (bereavement) leave, marriage leave, maternity leave, and sick leave with hospitalization.
4. Absence from ordinary morning assemblies will be punished by 2 hours of labor service. Disciplinary action will be taken according to the “Regulations of Reward

and Discipline for Students” for absence from labor service.

5. Conduct mark for evening leave shall be deducted by hour.

第六條 獎懲分數加減標準

- 一、記嘉獎—記嘉獎一次加操行成績 1.0 分。
- 二、記小功—記小功一次加操行成績 2.5 分。
- 三、記大功—記大功一次加操行成績 7.5 分。
- 四、記申誡—記申誡一次扣操行成績 1.0 分。
- 五、記小過—記小過一次扣操行成績 2.5 分。
- 六、記大過—記大過一次扣操行成績 7.5 分。

Article 6 Criteria for Mark Addition and Deduction for Reward and Discipline

1. Commendation: 1.0 mark will be added to the conduct mark for each time of commendation.
2. Minor merit: 2.5 marks will be added to the conduct mark for each minor merit.
3. Major merit: 7.5 marks will be added to the conduct mark for each major merit.
4. Reprimand: 1.0 mark will be deducted from the conduct mark for each reprimand.
5. Minor demerit: 2.5 marks will be deducted from the conduct mark for each minor merit.
6. Major demerit: 7.5 marks will be deducted from the conduct mark for each major merit.

第七條 異常處理

- 一、生輔組於每週將申誡乙次以上及曠課四節以上者以「操行異常通知單」及「曠課通知單」郵寄方式通知家長知悉。
- 二、凡操行成績扣分累計 10 分以上者，生輔組以「學生操行異常反應單」通知導師、系主任、輔導教官、學

務長簽核，應於三日內完成送交生輔組存查。

- 三、學生對「學生請假獎懲明細表」有異議時，應自公布日起一周內以「學生操行異常查證申請單」向生輔組申請，生輔組於處理後將處理結果告知學生；對於操行不及格學生，依據「學生獎懲規定」及本校學則辦理。

Article 7 Handling of Conduct Anomalies

1. Each week the Student Assistance Division shall mail the “Conduct Anomaly Notice” and “Unexcused Absence Notice” to the parents of students receiving a reprimand or with unexcused absence for over 4 times.
2. For students with deduction of 10 marks in accumulation, the Student Assistance Division shall notify the class advisor, department chair, student advising military education and training officer, and dean of academic affairs with the “Student Conduct Anomaly Notice.” These roles shall sign and return the notice to the Student Assistance Division within 3 days.
3. Students disagreeing with the “List of Leave, Rewards, and Disciplinary Action” shall appeal to the Student Assistance Division with the “Application for Student Conduct Anomaly Verification” within one week from the announcement. The Student Assistance Division will inform students of the results after verification. Disciplinary action will be taken on students with conduct failure according to the “Regulations of Reward and Discipline for Students” and MCUT School Regulations.

第八條 實施與修訂

本辦法經學務會議通過，陳校長核定後公布實施，修訂時亦同。

Article 8 Implementation and Amendment

These Guidelines shall be promulgated and implemented after the passage of the Office of Student Affairs and the approval of the president. The same shall apply to the amendments hereto.