

Ming Chi University of Technology
Student Merit and Demerit Regulations

Compiled at the University Affairs Meeting on June 12, 2008

Revised at the University Affairs Meeting on May 26, 2014

Article 1. In order to nature diligence in studies, promote effective study habits, cultivate sense of honor and responsibility, and build excellent school spirit, “Student Merit and Demerit Regulations” (hereinafter referred to as the Regulation) has been established in accordance with Article 32 of the University Act.

Article 2. Categories of merit and demerit are as following:

1. Merit: Recognition; 2nd Level Merit; 1st Level Merit; Special Rewards (certificate of merit; medal; medallion; prize; bonus).
2. Demerit: Community Service; Warning; 2nd Level Demerit; 1st Level Demerit; Periodical Observation; Expulsion; Academic Dismissal.

Article 3. The Recognition will be presented if students have accomplished any of the following:

1. Students who warmheartedly serve official affairs with responsibility.
2. Students who attend extracurricular activities and have great performance.
3. Students who do not take in valuables that are found elsewhere and have good credits.
4. Students who attend any kind of on-campus competition held the University and won the 2nd to 6th place.
5. Students who shall be awarded with Recognition in accordance with the “Merit and Demerit Regulations for Students who Attend Outside-campus Competitions.”
6. Students who serve as any kind of leader in school and have great performance.
7. Students who assist in works related to contacting interviews and distribution before internship or serving as group leader during internship.
8. Students who shall be awarded with Recognition in accordance with “Merit and Demerit Regulations for Obtaining License of Professional Technique.”
9. Students who show other outstanding behaviors and are recognized to gain Recognition by teachers.

Article 4. The 2nd Level Merit will be presented if students have accomplished any of the following:

1. Students who have outstanding performance in tutoring other students with their schoolwork or life.
2. Students who shall be awarded with 2nd Level Merit in accordance with the “Merit and Demerit Regulations for Students who Attend Outside-campus

Competitions.”

3. Students who attend any kind of on-campus competition held by the University and won the 1st place.
4. Students who attend county or city level sports competition and won the 1st to 3rd place.
5. Students who attend national sports competition and won the 4th to 8th place.
6. Students who show outstanding performance and are recommended by supervisor of department of the company for internship.
7. Students who serve as any kind of leader in school and have great performance.
8. Students who shall be awarded with 2nd Level Merit in accordance with “Merit and Demerit Regulations for Obtaining License of Professional Technique.”
9. Students who do not pocket the money (thing) one picks up and have good credits.
10. Students who show other outstanding behavior and are recognized to gain 2nd Level Merit by teachers.

Article 5. The 1st Level Merit will be presented if students have accomplished any of the following:

1. Students who response to and promote important school policy and have special, outstanding performance.
2. Students who provide constructive suggestions and are able to implement them and enhance school reputation.
3. Students who create, invent, or publish valuable academic thesis and further enhance school reputation.
4. Students who shall be awarded with 1st Level Merit in accordance with the “Merit and Demerit Regulations for Students who Attend Outside-campus Competitions.”
5. Students who attend national sports competition and won the 1st to 3rd place.
6. Students who serve as leaders, perform well, and have contribution to establish school spirits.
7. Students who shall be awarded with 1st Level Merit in accordance with “Merit and Demerit Regulations for Obtaining License of Professional Technique.”
8. Students who show other outstanding behaviors and are recognized to gain 1st Level Merit by Principal.

Article 6. Other than the 1st Level Merit, Special Rewards (certificate of merit; medal; medallion; prize; bonus) or Public Commendation will be presented if students have accomplished any of the following:

1. Students who are adventurous and overcome obstacles, sacrifice for others, and set a great example.
2. Students who write, edit, or translate valuable works during school time and benefit the country and society.
3. New graduates who have full attendance during school time.
4. Students who attend international competitions and receive awards.
5. Students who show other outstanding behavior and are recognized to gain Special Award by the Student Disciplinary Committee.

Article 7. Two-hour Community Service will be issued if students conduct any of the following:

1. Students who is absent from morning meeting without excuses.
2. Students who wear sandals on campus.
3. Students who conduct other behaviors equivalent to the above mentioned.

Article 8. Warning will be issued if students conduct any of the following:

1. Students who do not conduct procedures in accordance with the regulations.
2. Students who fail to complete procedures for a leave within the fixed time.
3. Students, after given verbal warning, who make noise and disturb other in public places or dorm rooms.
4. Students who are rude and violent and force impolite behavior to other students.
5. Students who refuse to take body check-up required by the regulation without any reason.
6. Students who cover the glass above the door of dormitory after verbal warning.
7. Students who are absent from roll call in night study without any reason.
8. Students who live in the dormitory without permission.
9. Students who keep pets in the dormitory or use electric appliance without permission.
10. Students who ride motorcycle without wearing helmet on campus.
11. Students who violate the regulations for motorcycle parking lot or park in the motorcycle parking lot without parking permit.
12. Students who fail to complete community service for punishment due to overdue.
13. Students who are involved in sexual harassment case and are recommended to be issued with Warning by the Gender Equity Education Committee.
14. Students who fail to hand in monthly contact sheet on time or do not contact teachers when problems happen during internship and are determined to be issued with Warning by guidance counselor.
15. Students who conduct other behaviors equivalent to the above mentioned.

Article 9. 2nd Level Demerit will be issued if students conduct any of the following:

1. Students who do not heed the instructions of teachers or show disrespectful behavior to teachers.
2. Students who damage facilities or occupy public property and do not compensate for loss or return them as scheduled.
3. Students who are absent from important meetings or activities without proper reasons.
4. Students who disrupt the order of campus or class (meeting) and do not improve after being advised.
5. Students who carry or store flammable substance or contraband.
6. Students who conduct act of swindling.
7. Students of day division who smoke, drink, chew betel nuts on campus.
8. Students of evening division who drink, chew betel nuts on campus or smoke in non-smoking area.
9. Students who violate the Campus Internet Utilization Rules.
10. Students who sleep out or leave the dormitory without taking leave or absent over leave.
11. Students who absent from night roll call without any reason.
12. Students who bring external personnel or the opposite sex into the student's dormitory without permission.
13. Students who ride motorcycle on campus without permission.
14. Students who are involved in sexual harassment case and are recommended to be issued with 2nd Level Demerit by the Gender Equity Education Committee.
15. Students who violate the procedure for changing internship unit of "College Division Practice and Internship Rules" and fail to turn in internship reports within prescribed time during internship.
16. Students who conduct other behaviors equivalent to the above mentioned.

Article 10. 1st Level Demerit will be issued if students conduct any of the following:

1. Students who borrow, alter, or forge documents and credentials or lend one's own credentials to others, resulting in infringing upon the rights and interests of another.
2. Students who use the account and passcode of other teachers or students, crack safeguard of computers, or alter data of school system.
3. Students who spread false rumors as well as indecent words and pictures through the internet, damaging reputation and credit of others.
4. Students who violate intellectual property rights and are reported by the media and judicial authorities, causing great loss of others and damage school reputation.

5. Students who cheat on exams.
6. Students who bully others and cause physical injuries or involve in mutual fight.
7. Students who involve in gambling (using Mahjong or Pai Gow) or causing trouble after getting drunk.
8. Students who intentionally damage public property, library books or teaching equipments.
9. Students who endanger public safety such as explosion and fire due to negligent act.
10. Students who insult teachers with verbal insult, physical behavior, words or pictures.
11. Students who bring lethal weapons (including knife, stick, and ironware) to school or stock dangerous item and endanger public safety.
12. Students who bring external personnel or the opposite sex into the student's dormitory without permission to stay overnight.
13. Students who are involved in sexual harassment case and are recommended to be issued with 1st Level Demerit by the Gender Equity Education Committee.
14. Students who absent from duty without authorization and cause enormous loss to the internship employers due to personal negligence during internship, being checked and ratified to be issued with 1st Level Demerit by the principal.
15. Students who conduct other behaviors equivalent to the above mentioned.

Article 11. Periodical Observation will be issued if students conduct any of the following:

1. Students who gather a crowd and make disturbances.
2. Students who assault and injure others.
3. Students who criticize school spitefully or insult and threaten teachers.
4. Students whose merits offset demerits by two 1st Level Demerits and two 2nd Level Demerits during school time.
5. Students who are involved in sexual harassment case and are recommended to be issued with Periodical Observation by the Gender Equity Education Committee.
6. Students who sabotage works, disobey the reasonable guidance of teachers or personnel of internship employer and do not listen to repeated advice, absent from duty without authorization for three consecutive days, and fail the internship for failure to comply with health and safety regulations, being issued with Periodical Observation

by the resolution of Student Reward and Disciplinary Committee.

7. Students who conduct other behaviors equivalent to the above mentioned.

Article 12. Expulsion will be issued if students conduct any of the following:

1. Students who fail the conduct results.
2. Students who absent from school for 45 hours in a semester.
3. Students who have three 1st Level Demerits after merits offsetting demerits during school time.
4. Students who have corrupt practices or conversion when handling group affairs.
5. Students who commit burglary or extortion.
6. Students who drink and fight outside the campus and cause serious damage to reputation of the school.
7. Students who commit controlled drug abuse of all levels.
8. Students who commit sexual assault and re recommended to be issued with Expulsion by the Gender Equity Education Committee.
9. Students who fail to follow the instruction of supervisors, intentionally cause damage which results in enormous loss to the cooperative education company or injury to personnel during internship.
10. Students who conduct other behaviors equivalent to the above mentioned.

Article 13. Academic Dismissal will be issued if students conduct any of the following:

1. Students who join in illegal organization (gang) or participate in its activities.
2. Students who commit crime and are sentenced without parole by the court.
3. Students who are admitted with borrowed, altered, or counterfeit degree and certificate.
4. Students who are found cheating on the entrance examination after admission and is investigated and verified by the school or convicted.

Article 14. Authority for approving merit and demerit:

1. Recognition and Warning: approved by Section Chief of Discipline.
2. 2nd Level Merit and 2nd Level Demerit: approved by Associate Dean of Student Affairs.
3. 1st Level Merit, Special Rewards, and 1st Level Demerit: approved by Principal.
4. Periodical Observation, Expulsion, and Academic Dismissal: examined and approved by Student Reward and Disciplinary Committee and

approved by Principal.

- Article 15. Periodical Observation processing procedures shall be implemented in accordance with the following items:
1. Periodical Observation must be sign with Affidavit. The related regulations shall be informed to the parents or legal guardian.
 2. The conduct results are calculated by score of 60 at most during Periodical Observation.
 3. Student will be expelled if being issued with 2nd Level Demerit or accumulated Warnings during Periodical Observation.
 4. Periodical Observation duration is two semesters, and Student Reward and Disciplinary Committee can set the term of Periodical Observation in necessary.
 5. Students who pass two-semester Periodical Observation with good behavior can appeal to the Student Reward and Disciplinary Committee for rescinding penalty of Periodical Observation.
 6. Students' merits during Periodical Observation are recorded as usual in accordance with the regulations, and are recognized after Periodical Observation is revoked.
 7. If there isn't any merit after Periodical Observation is revoked, the issued two 1st Level Demerits and two 2nd Level Demerits remains in the record.
 8. Conduct results back to standard with score of 82 after Periodically Observation is revoked.
- Article 16. To inspire students to correct disobedience and revert to good deeds, students with punishment lower than 1st Level Demerit can apply for cancelling demerit record in accordance with "Student Introspection and Demerit Cancelling Rules."
- Article 17. Students can appeal based on "Student Grievance Regulation" to the Student Counseling Division if being treated unfairly.
- Article 18. The Regulations and amendment(s) was examined by the Student Affairs Committee, passed by the University Affairs Meeting, approved by Principal and then implemented, and reported to Ministry of Education for future reference.