

# National University of Kaohsiung Student Incentive and Discipline Provisions

Passed by the 2nd Student Affairs Meeting on April 10, 2011

Passed by the 2nd School Affairs Meeting on April 24, 2011

Amended and passed by the 7th Student Affairs Meeting on September 30, 2003

Passed by the Academic Year 2003's Fall Semester Ad Hoc School Affairs Meeting on October 14, 2003

Amended and passed by the 12<sup>th</sup> Student Affairs Meeting on May 26, 2006

Amended and passed by the 13<sup>th</sup> School Affairs Meeting June 16, 2006

Amended and passed by the 12<sup>th</sup> Student Affairs Meeting on December 5, 2006

Amended and passed by the 14<sup>th</sup> School Affairs Meeting on December 22, 2006

Amended and passed by the 15<sup>th</sup> Student Affairs Meeting January 8, 2008

Amended and passed by the 18<sup>th</sup> School Affairs Meeting on December 26, 2008

Amended and passed by the 16<sup>th</sup> Student Affairs Meeting on June 2, 2009

Amended and passed by the 19<sup>th</sup> School Affairs Meeting on June 26, 2009

Amended and passed by the 20<sup>th</sup> Student Affairs Meeting June 3, 2011

Amended and passed by the 23<sup>rd</sup> School Affairs Meeting on June 24, 2011

Amended and passed by the 22<sup>nd</sup> Student Affairs Meeting on May 30, 2012

Amended and passed by the 25<sup>th</sup> School Affairs Meeting on June 22, 2012

Amended and passed by the 27<sup>th</sup> School Affairs Meeting on June 21, 2013

Amended and passed by the 25<sup>th</sup> Student Affairs Meeting on December 17, 2013

Amended and passed by the 28<sup>th</sup> School Affairs Meeting on December 27, 2013

Amended and passed by the 26<sup>th</sup> Student Affairs Meeting on June 9, 2014

Amended and passed by the 29<sup>th</sup> School Affairs Meeting on June 13, 2014

Article 1. To establish a campus culture with an attitude of hard-working, morality, pro-activeness, enthusiasm and effective education, the National University of Kaohsiung Student Incentive and Discipline Provisions (hereinafter referred to as the Provisions) was established according to Article 32 of the University Act and the Organization Regulations of this school.

Article 2. The incentive and disciplinary actions for the students of this school are based on the Provisions.

Article 3. Student incentives are classified as follows:

1. Commendation
2. Minor Merit

3. Major Merit
4. Other recognitions (certificate, medal, prize)

Student disciplinary actions are classified as follows:

1. Written or Oral Admonishment
2. Reprimand
3. Minor Demerit
4. Major Demerit
5. Detention
6. Expulsion
7. Disqualification from Academic Status

Article 4. Students' incentives can offset their disciplinary punishments, if any; a previous incentive cannot offset a later disciplinary punishment.

Article 5. Students may be granted incentives in case of the following:

1. Enthusiastic volunteers with evidence or concrete facts
2. Responsible coordinators at the college or department level, in classes, clubs, or student self-governing bodies
3. Participating in or organizing formal competitions or activities, and performing well
4. Promoting environmental protection and eliminating resource waste, with specific evidence of excellence
5. Returning lost items with specific evidence
6. Promoting (assisting in) gender equality education-related activities
7. Other affairs of similar nature to the above

Article 6. Students with one of the followings will be granted a Minor Merit:

1. Enthusiastic volunteers with excellent performance
2. Excellent coordinators at the college or department level, in classes, clubs and student self-governing bodies
3. Organizing formal cross-collegiate, regional, national activities and performing very well
4. Participating in national competitions and placing in the top 3
5. Being a good Samaritan with specific evidence
6. Other affairs of similar nature to the above

Article 7. Students with one of the following may be granted a Major Merit:

1. Great contributions to society or this school, with specific evidence

2. Organizing international or national activities with great performance
3. Participating in international competitions or national competitions organized by competent authorities of central government and performing extremely well, with specific evidence
4. Assisting others in resolving crisis, and contributing greatly to an excellent campus culture
5. An extremely good Samaritan, with specific evidence
6. Other affairs of similar nature to the above

Article 8. Students with one of the following may be given a reprimand:

1. Breach of duties as coordinators of this school's student clubs or self-governing bodies and causing damage to the entities or their property
2. Deliberately damaging, or hindering the processing of, legally posted official documents, announcements and posters
3. Taking others' possessions without prior permission
4. Causing public disorder, or disturbing peace and sanitation
5. Polluting school property or environment
6. Violating this school's or the Ministry of Education's campus Internet user regulations with minor offense
7. Refusing to participate in this school's service or group activities as required by this school's regulations
8. Violating Article 11 Item 2 of this school's *Vehicle Management Provisions*
9. Violating Article 28 of this school's *Student Dormitory Regulations*
10. Incompliance with student test/examination venue regulations, with minor offense
11. Breaking into others' study rooms, bedrooms, or opening (touching) others' private belongings (including computer data) without prior permission.
12. Non-resident students entering the dormitory during non-visiting hours and refusing to leave after request
13. Violating Article 10 of this school's *Student Health Checkup Implementation Provisions* without any valid reason and refusing to comply after requests
14. Selling or trading popular courses to other students via the Internet during the course selection period

Article 9. Students with one of the following shall receive a Minor Demerit:

1. Violating Items 1~14 in Article 8 with major offense
2. Deliberately damaging school property
3. Improper behavior or speech outside school which damages others'

reputations

4. Verbally attacking, insulting, slandering or threatening others
5. Bearing false witness for others
6. Gambling, drunkenness and trouble-making, physical fighting, and illicit drug use with minor offense
7. Forging others' signature, certificates, or lending his or her own certificates to others without any valid reason
8. Coordinators at the college or department level, or in classes, clubs, or self-governing bodies failing to fulfill the obligation as a responsible custodian of public property, and damage, loss, or shortage is reported as such; information of funds is falsely reported; funds are embezzled; or the accounts are unclear.
9. Breaching others' intellectual property
10. Organizing on-campus activities which severely affect campus safety
11. Obstructing faculty or staff members from carrying out their official business
12. Spreading unproven false information, causing damage to others' reputations
13. Obscene, exhibitionist, or other immoral behaviors, or sexual harassment, bullying, or other verbal or physical bullying with minor offense
14. Cheating on test/exam
15. Non-resident students entering the dormitory during non-visiting hours and refusing to leave after request, with a very bad attitude
16. Stealing others' property

Article 10. Students with one of the following shall receive a Major Demerit:

1. Violating the stipulations in Article 9 Items 2~16 with major offense
2. Cheating in school tests/exams with major offense
3. Violating criminal codes on theft, criminal conversion, fraud, forgery, etc., and being either convicted or verified by this school to be true
4. Breaking laws via the Internet, and being either convicted or verified by this school to be true
5. Violating this school's electricity use or laboratory safety regulations, thereby endangering public safety
6. Other acts that violate criminal codes, and are either convicted to be fined with monetary or labor penalty, or such acts are verified by this school to be true
7. Sexual harassment, bullying, or verbal and physical bullying with more serious offense

Article 11. Students with one of the following shall receive detention:

1. Violating stipulations in Article 10 Items 2~7 with major offense
2. Cheating on out-of-school tests/exams
3. Receiving 2 Major Demerits and 2 Minor Demerits after the disciplinary punishments are offset by incentives
4. Deliberately harming another's body or health
5. Sexual harassment, bullying, or verbal and physical bullying with major offense

Article 12. Students with one of the following shall be expelled:

1. Students receiving detention are given yet a Minor Demerit or above
2. Violence against or threatening faculty members
3. Manufacturing, selling, or possessing forbidden items
4. Receiving 3 Major Demerits
5. Ethics grade less than 60 in one semester
6. Sexual assault

Article 13. Students with one of the following shall be disqualified of their academic status:

1. Participating in gangs or groups with the purpose that violates criminal codes
2. Violating criminal codes and is either sentenced with imprisonment or criminal detention, or such acts are verified by this school to be true
3. Physically assaulting faculty resulting in injury
4. Aggravated sexual assault

Article 14. Student's disciplinary action, in addition to the criteria listed in the Provisions, may be mitigated in accordance with the following:

1. Motivation and purpose behind the act
2. Emotional state during the act
3. Means to achieve the act
4. Offender's everyday life and character
5. Relationship with the victim
6. Danger or damage caused by the act
7. Attitude after the act

Article 15. Additional punishment for any one of the following:

1. Repeated acts of Articles 8~13
2. Destroying, forging, or tampering with evidence related to the disciplinary or

incentive actions of the party involved, or instructing or assisting others in doing so

Article 16. Students destroying evidence in disciplinary actions involving them, or providing, or instructing others to provide, false evidence or information may receive additional punishment.

Article 17. The due process for student incentives and disciplinary punishments:

1. Handled by Division of Student Affairs Student Counseling Office based on suggestions from relevant officers and teachers in due process
2. The granting of Minor Merits and commendations should be announced with the approval by Dean of Student Affairs
3. Major Merits, reprimands, Minor Demerits, Major Demerits, detention and expulsion should be announced after being submitted to the Student Incentive and Discipline Committee for review and approved by the President.
4. The organization provisions for the aforementioned Student Incentive and Discipline Committee should be established separately.
5. For disciplinary actions from reprimand or up, the student concerned may submit written explanations or attend the meeting in person to state his/her case.
6. Major disciplinary or incentive actions decided by the Student Incentive and Discipline Committee shall be reviewed and passed by the meeting of student affairs for review, and then be submitted to the President for further approval and promulgation.
7. Regarding sexual assault or harassment cases involving students of this school, in addition to reporting in accordance with relevant laws and regulations and referring to investigation results of the Gender Equality Education Committee, the punishment and counseling mechanism, as well as judgment of facts, are processed according to Articles 25 and 35 of Gender Equity Education Act.

Article 18. For students disciplined, this school shall notify in writing the student and his/her parents or guardian. For students receiving a Major Merit or up, in addition to written notification to the students, their parents or guardians shall also be informed.

Article 19. When students find the incentives/disciplinary punishments unfair, they may raise complaints within the duration specified in this school's Student

Complaint Review Provisions. Cases in which students raise complaints regarding decisions on sexual assault, harassment, or bullying cases will be processed according to the Gender Equity Education Act.

Article 20. These Provisions become effective after being passed by the meeting of student affairs and the meeting of school affairs, and approved by the President, in addition to being submitted to the Ministry of Education for reference. The same procedures shall apply to amendments which may arise.

