

PROVIDENCE UNIVERSITY

# Student Awards and Punishment Implementation

## Regulation

Agreed for reference by the tai-chiao(2)-tzu-1030021477 letter from the Ministry of Education

on Feb. 25, 2014

### Chapter 1 General Principles

#### Article 1

In order to encourage the students to cultivate noble conduct and good living habits, as well as to establish the excellent study culture, the Providence University has instituted this regulation.

#### Article 2

Except those awards, certificate of merits, and prizes announced by outside-school unit or inside-school competent authorities are exempted from listing on awards or punishments, the other good deeds or inappropriate errors should be managed according to this regulation.

#### Article 3

This regulation has been divided into 2 parts:

- (1) Awards: They are distinguished into Commendation, Minor Merit, and Major Merit which are according to the scales of good deeds
- (2) Punishments: They are distinguished into Counseling Education, Admonition, Minor Demerit, Major Demerit, Regular Review, Regular Suspension, Drop Out, and School Expulsion which are according to the levels of errors.

#### Article 4

The definitions of terms in this regulation are as the followings:

- (1) Student: means the one who enters the University for study with school enrollment or has followed the individual administration or academic channel for

study.

- (2) **Counseling Education:** It is one kind of the punishments which means the error is not reached to the standard of admonition and should be implemented by the ways of adopting oral or written warning by the competent authority or relevant teacher, urging to attend short-term training or taking the compensation responsibility, terminating temporarily the relevant rights. It can be executed in alignment with the other punishment categories which are formulated in this regulation.
- (3) **Regular Review:** It is one kind of the punishments which means the error circumstance has exceeded over that of Major Demerit and is complied with the formulated standard of this regulation. The Office of Student Affairs will actively appoint for interviews at least 2 times per semester and will adopt the relevant urging for correction of the behavior. The time period will be limited within 1 academic year.
- (4) **Regular Suspension:** It is one kind of the punishments which means the error circumstance has exceeded over that of Regular Review and is complied with the formulated standard of this regulation. The Office of Student Affairs will actively hold with control and will adopt the relevant investigation of behavior. The time period is at least for more than 1 semester and will be limited by 2 years.

## **Article 5**

The conversion ways of computation are as the followings:

- (1) When accumulated with 3 Admonitions, it is equal to 1 Minor Demerit.
- (2) When accumulated with 3 Minor Demerits, it is equal to 1 Minor Demerit.
- (3) When accumulated with 8 Minor Demerits, it is equal to Regular Review.
- (4) When accumulated with 8 Minor Demerits and 1 admonition or has added newly more than 1 admonition in the regular review duration, both of the situations are equal to Regular Suspension.
- (5) When accumulated with 3 Major Demerits, it is equal to Drop Out.
- (6) If having the fact of newly additional award or punishment in the duration of

Regular Review, the alteration treatment will be adopted according to the formulated principles in this regulation. The Review will be terminated in case of being obtained the award more than Minor Merit. If having committed more than admonition, it will be treated according to the regulation of Regular Suspension. And, if having committed more than Minor Demerit, it will be treated with Drop Out.

- (7) The schooling recovery can be applied on the expiration of Regular Suspension duration whilst the existing record of awards or punishment still remains un-elimination, it will be treated with Drop Out provided that the study does not resume within the time limit.

## **Chapter 2 Awards**

### **Article 6**

For those having one of the following situations, 1~2 Commendation(s) will be recorded:

- (1) Value the public goodness or have passion in public benefits with practical fact.
- (2) Have picked-up considerable value of money or object without greed which is complied with the behavior for recording a Commendation.
- (3) Take the responsible position of Class Representative or the cadre of Student Council, Student Dormitory Promotion Association, Department Society, and Community and have a good performance.
- (4) Participate on behalf of the University to join the regional competition, activity, or practical training and have a good performance.
- (5) Have the good factual deed which is equivalent to the above mentioned provisions.

### **Article 7**

For those having one of the following situations, 1~2 Minor Merit(s) will be recorded:

- (1) Act bravely for justice and help others which have promoted the school reputation with practical fact.

- (2) Have picked-up considerable value of money or object without greed which is complied with the behavior for recording a Minor Merit.
- (3) Take the responsible position of Class Representative or the cadre of Student Council, Student Dormitory Promotion Association, Department Society, and Community and have an outstanding performance with practical fact.
- (4) Participate on behalf of the University to participate in the regional competition, activity, or practical training as well as have an outstanding performance which has promoted the school reputation.
- (5) Have confronted with special significant event and have treated in appropriate way with practical fact.
- (6) Have the outstanding factual deed which is equivalent to the above mentioned provisions.

### **Article 8**

For those having one of the following situations, 1~2 Major Merit(s) will be recorded:

- (1) Act bravely for justice and help others which have significant contribution to the society with excellent factual deed.
- (2) Have picked-up considerable value of money or object without greed which is complied with the behavior for recording a Major Merit.
- (3) Participate on behalf of the University to join the international competition or activity and have an excellent performance which has promoted the school reputation.
- (4) Disclose illegal significant activity and maintain the society or campus safety with excellent achievement.
- (5) Have created the invention achievement which has facilitated the benefits of school, society, and the nation.
- (6) Have proposed the excellent suggestion to the development of school affairs and have been adopted by the school.
- (7) Have the excellent factual deed which is equivalent with the above mentioned

provisions.

## **Punishments and Treatments**

### **Article 9**

For those having one of the following situations, 1~2 Admonitions(s) will be recorded:

- (1) Smoked in the non-smoking area of campus and did not follow-up the correction for stop smoking or did not accept the smoke cessation education.
- (2) Did not apply for Vehicle Permit or used the overdue Permit and entered the campus by a violation of school regulation.
- (3) Rode motorcycle in the campus without wearing a helmet, made over-speed riding or over-load. Or, drove car with over-speed or made other violation to the Road Traffic Safety Rules.
- (4) Parked the car illegally in the campus and was banned.
- (5) Shouted and clamored, made noise or rubbish which affected the campus peace or environmental sanitation and did not follow-up the correction for stop by minor situation.
- (6) Passed in/out the top floor or emergency exit of individual building without permission, climbed the terrace arbitrarily by minor situation.
- (7) Acted those inappropriate behaviors, such as made intentional cheat, spoken bad words or insulted others publicly, by minor situation.
- (8) Interfered the public order without follow-up discouragement by minor situation.
- (9) Violated the relevant regulations of individual administration and academic units for classroom, laboratory, student dormitory, community office, library, gymnasium, space, facility, environment, and promotional materials by minor situation.
- (10) Violated the web utilization regulation, intellectual property rights, or the relevant Law and Decrees of Personal Information Protection Act which has been

investigated for truth by minor situation.

(11) Involved with violation to the relevant regulations of Gender Equity Education and has been investigated for truth by the Gender Equity Education Committee in the University by minor situation.

(12) Had the factual behavior of violation which is equivalent with the above mentioned provisions.

### **Article 10**

For those having one of the following situations, 1~2 Minor Demerit(s) will be recorded:

(1) Shouted and clamored, made noise or rubbish which affected the campus peace or environmental sanitation and did not follow-up the correction for stop by serious situation.

(2) Passed in/out the top floor or emergency exit of individual building without permission, climbed the terrace, railing or window arbitrarily by serious situation.

(3) Acted those inappropriate behaviors, such as made intentional cheat, spoken bad words or insulted others publicly, by serious situation.

(4) Interfered the public order without follow-up discouragement by serious situation.

(5) Asked others or made impostor in class.

(6) Opened and read or destroyed other's correspondence or object.

(7) Made malicious offensive, bully or fueled dispute.

(8) Burned paper or object arbitrarily which threatened the public safety.

(9) Drove car or Rode motorcycle and entered into the campus without Car Permit whilst did not follow-up the direction or persuasion.

(10) Used the Car Permit of others and entered the campus.

(11) Drank alcohol or gambled in the campus or dormitory by minor situation.

- (12) Smearred or damaged the wall, announcement, or public facility, made intentional remove or destroyed public object by minor situation.
- (13) Interfered others for public affair execution by minor situation.
- (14) Violated the relevant regulations of Student Examination Regulations by minor situation.
- (15) Violated the relevant regulations of individual administration and academic units for classroom, laboratory, student dormitory, community office, library, gymnasium, space, facility, environment, and promotional materials by serious situation.
- (16) Violated the web utilization regulation, intellectual property rights, or the relevant Law and Decrees of Personal Information Protection Act which has been investigated for truth by serious situation.
- (17) Involved with violation to the relevant regulations of Gender Equity Education and has been investigated for truth by the Gender Equity Education Committee in the University by serious situation.
- (18) Had the factual behavior of violation which is equivalent to the above mentioned provisions.

## **Article 11**

For those having one of the following situations, 1~2 Major Demerit(s) will be recorded:

- (1) Drank alcohol or gambled in the campus or dormitory by serious situation.
- (2) Smearred or damaged the wall, announcement, or public facility, made intentional remove or destroyed public object by serious situation.
- (3) Interfered others for public affair execution by serious situation.
- (4) Plagiarized, transferred, smuggled, brought-out answer sheet outside or other cheated behaviors in the examination
- (5) Organized and held the activity with safety concern whilst did not follow-up discouragement and caused accident.

- (6) Violated the relevant regulations of individual administration and academic units for classroom, laboratory, student dormitory, community office, library, gymnasium, space, facility, environment, and promotional materials by major situation.
- (7) Violated the web utilization regulation, intellectual property rights, or the relevant Law and Decrees of Personal Information Protection Act which has been investigated for truth by major situation.
- (8) Involved with violation to the relevant regulations of Gender Equity Education and has been investigated for truth by the Gender Equity Education Committee in the University by major situation.
- (9) Involved with any illegal behavior, such as violation of the Guns, Ammunition, Knives and Weaponry Control Ordinance, Drug Abuse Prevention Act, theft, fight, caused trouble, forged certificate or document, etc.
- (10) Had the factual behavior of violation which is equivalent to the above mentioned provisions.

## **Article 12**

For those having one of the following situations, Regular Review will be executed:

- (1) Abused or threatened teacher by face-to-face or written way.
- (2) Asked others or made impostor in examination.
- (3) Involved with fraud when handled the property of group.
- (4) Abetted and instigated others for collectively group bully.
- (5) Built up the erotic or violent website, or undertook other illegal behavior via website which caused major influence of school reputation.
- (6) Committed criminal Law and had been rendered for probation by the Court.
- (7) Identified as explicit involvement with the relevant regulation after the investigation result made by the Gender Equity Education Committee of the University.



For those who violated the previous 3 Articles and one of the provisions in this Article, counseling education should be subjected depending on the requirement in addition to the punishment.

### **Article 13**

For those complied with one of the serious situations in the provisions of the previous Article or already involved with Criminal Law and if waiting for call on bond, the students will be treated with Regular Suspension when they are entering into the judicial trial duration.

## **Article 14**

For those who are complied with one of the provisions in the previous 2 articles with significantly major situation, or have one of the following situations, Drop Out will be executed:

- (1) Complied with one of the individual provision in the Item 1 of Article 19 in the School Regulations of the University.
- (2) Beaten teacher or injured others by weapon.
- (3) Participated in the illegal group, acted with group fight, and damaged seriously the school reputation.
- (4) Involved with the transaction or production behavior which was defined by the Guns, Ammunition, Knives and Weaponry Control Ordinance, Drug Abuse Prevention Act.
- (5) Committed again more than the punishment standard of Minor Demerit in the duration of Regular Review.

### **Article 15**

For those who are complied with one of the provision in the previous 3 articles with significantly major situation or have committed the criminal Law and rendered with sentence to prison, School Repulsion will be executed.

## Chapter 4 Supplementary Provisions

### Article 16 Rights/Responsibilities & Procedures:

- (1) Recommendation right: After being informed of any classmate has the merit deed or inappropriate error, the school faculty in the University has the initiative right at any time.
- (2) Initiation right: Initiate from tutors of the academic unit, competent authorities of the administration unit, or the mission consigning establishment unit (such as the Gender Equity Education Committee) to manage in accordance with the defined operation procedure.
- (3) Review right: The initiation starting unit should state the concrete fact and make the description according to the fact in the Student Violation Regulation Behavior Deliberation Table that is filled-in by the litigant. The Director of vertically pertained unit and the Office of Student Affairs should conduct the joint review according to the procedure. If the Office of Student Affairs has made the decision for compliance or it is belonged to the case of more than Major Merit or Major Demerit (included) in this regulation, the final decision should be made by the Student Affairs Meeting.
- (4) Approval right: For more than Major Merit or Major Demerit (included), it should be approved by the University President. And, the others will be approved by the Dean of the Office of Student Affairs. When having any dispute about the defined Review right in the previous Item (3), the Office of Student Affairs should actively execute the investigation and must notice the valid and invalid situations to the behavior in the process.

After the Student Affairs Meeting as indicated [in the previous Item \(3\) of Article 1](#)(找不到前面提過的中文) has made the decision, the Office of Student Affairs should submit for the approval of the University President within 1 week; and subsequently announce at the indicated field/area. For other cases with time-effectiveness or urgency, in case that the review in concert with the time of Student Affairs Meeting, the Office of Student Affairs should immediately call the temporary meeting or directly submit it for the approval of University President for the announcement. For those cases which are managed by the latter way, they should be submitted for the ratification in the next term of Student Affairs Meeting.

### Article 17 Rights and Obligations:

- (1) If the students dissatisfied with the results of awards/punishments, they can manage the applications according to the Students Petition Appraisal Regulation of the University.
- (2) For those punishment-waiting cases that are reached the standard of drop-out or repulsion of school enrollment after assessments, the school should postpone the management of drop-out operation and waits for the completion of treatment for the subsequent management according to the results of punishment treatments.
- (3) The school has the reservation right of the records in those approved and published cases.
- (4) When the initiation end as mentioned in [the Item \(2\) of the previous Article 1](#)(找不到前面提過的中文) conduct the procedures according to this regulation, they should actively inform the litigant and give the opportunities of written or on-site statements.

#### **Article 18 Operation Control**

- (1) For the management of Punishment/Treatment cases which are involved with the conduct grade assessment in the end of semester and if they are assessed for reaching more than Major Demerit (included), the Office of Student Affairs should immediately communicate with the relevant unit and adopt the action of postponing delivery the conduct grade and all of the subsequently necessary control actions.
- (2) For those Punishment/Treatment cases which are complied with the previous Item, the Office of Student Affairs should complete them within 2 months after being informed of the cases and can be extended for another 1~2 months if there is a winter or summer vacation, as well as manage the cases according to the Article 16.
- (3) For those Awards or Punishments reviewed, approved, and announced according to this regulation, the Office of Student Affairs should record them to the Awards/Punishment Record within 1 month. For those cases that are pertained to more than Major Merit or Minor Demerit, they should be notified to the guardian of the litigant within 1 week.
- (4) The Office of Student Affairs should count the entire student Awards and Punishment results statistically before the end of semester as the reference item

for the assessment of conduct grade and should manage them according to the Student Conduct Grade Review Regulation of the University.

### **Article 19**

For those cases that were completed their investigations by the Gender Equity Education Committee, they should be actively delivered to the Office of Student Affairs for the management of defined procedure in addition to making the notification reports according to the relevant laws and regulations.

### **Article 20**

This regulation will be adopted by the school affairs meeting and then published by the University President for its implementation as well as the same during amendment.