

National Kaohsiung University of Hospitality and Tourism Regulations Governing Student Conduct Performance Evaluation

Approved at the University Council Meeting on July 9, 1996

Amended and approved at the Administrative Committee Meeting on October 22, 1998

Amended and approved at the 47th Administrative Committee Meeting on April 11, 2002

Amended and approved at the 174th Administrative Committee Meeting on February 21, 2008

Amended and approved at the 224th Administrative Committee Meeting on July 28, 2010

Amended and approved at the 228th Expanded Administrative Committee Meeting on September 16, 2010

Amended and approved at the 2nd Interim University Council Meeting on November 4, 2010

Amended and approved at the 1st University Council Meeting of the 2nd Semester of Academic Year 2013 on June 19, 2014

- Article 1. The National Kaohsiung University of Hospitality and Tourism Regulations Governing Student Conduct Performance Evaluation (hereinafter referred to as “Regulations”) are established in accordance with the actual needs of the school, the University Law, and the Guidelines Governing Regulating, Awarding, and Penalizing the Behaviors of Students of Institutes of Higher Education that was promulgated by the Ministry of Education in Letter Tai Xun (2) No. 0920047186A. Students’ conduct performance evaluations are conducted pursuant to the Regulations.
- Article 2. The basic score of student conduct performance is 82 points. The final conduct score for each semester is calculated based on the points added or subtracted for evaluations given by faculty members, participation in physical work and education or the lack thereof, attendances and absences, rewards and penalties, and good deeds that cancel out demerits. The maximum score is 95. Scores are subdivided into 5 ranks:
1. Scores of 90 to 95 are graded as Excellent.
 2. Scores of 80-89 are graded as A.
 3. Scores of 70-79 are graded as B.
 4. Scores of 60-69 are graded as C.
 5. Scores less than 60 are graded as D and considered as failing grades.
 6. Scores exceeding 95 are still considered as Excellent.
- Article 3. Scores given by class supervisors at the end of semesters are based on the following standards:
1. Class supervisors may give a score within the range of plus or minus 4 points.
 2. Department chairs may give a score within the range of plus or minus 4 points.
 3. Department military instructors may give a score within the range of plus or minus 2 points.
 4. Students serving extramural internships: Class supervisors may give a score within the range of plus or minus 5 points; department chairs may give a score within the range of plus or minus 5 points.
 5. All faculty and staff may provide written evaluations of students’ conduct including evidence to the class supervisors responsible for evaluating student conducts for reference.
 6. When assigning conduct scores, class supervisors shall take into account students’ daily behaviors and conduct and shall not assign top scores to every student in the class.
- Article 4. Standards for assigning scores for awards, penalties, attendances, and absences:
1. Standards for assigning scores for daily attendances and absences:

- 1.1 For each hour of absence, 1 point is deducted.
 - 1.2 For each tardiness and each dismissal, 0.5 points are deducted.
 - 1.3 For each 20 hours of sick leave or each 10 hours of personal leave, 1 point is deducted.
 - 1.4 No points are deducted for maternity or paternity leaves that are applied for in accordance with the National Kaohsiung University of Hospitality and Tourism Student Leave Regulations.
 - 1.5 For funeral leave of less than 7 days, no points are deducted. Funeral leaves for non-immediate family members are considered as personal leaves.
 - 1.6 For official business leaves, no points are deducted.
 - 1.7 For students who do not meet the standards of dress etiquette and grooming, 0.5 points are deducted each time recorded by teachers during roll taking.
 - 1.8 For expanded weekly meetings and important meetings, actual hours are counted (those exceeding half an hour shall be counted as 1 hour).
 2. Merit and Penalty:
 - 2.1 For each honorable mention, 1 point is added; for each minor merit, 3 points are added; for each major merit, 9 points are added.
 - 2.2 For each warning, 1 point is deducted; for each minor demerit, 3 points are deducted; for each major demerit, 9 points are deducted.
 - 2.3 Students who are expelled from the school will receive failing grades.
 - 2.4 Students who are stripped of academic standing will not receive grades.
 3. Under the following circumstances, students may not have Excellent conduct grades.
 - 3.1 Students who have more than 1 major demerit.
 - 3.2 Students who have more than 8 hours of absences.
 - 3.3 Students who commit other major transgressions.
 4. Students with full attendance each semester can have 3 points added to their conduct scores. Students serving internships off-campus can have 3 points added to their conduct scores, without taking into account full attendance. Students who only have official business leaves and funeral leaves are considered as having a full attendance record. Students who have any early dismissal or tardiness do not have full attendance records.
 5. The student with the highest conduct score is awarded with the Excellent Conduct Grade Award upon graduation. If the student is unable to graduate, the award will go to the student with the second highest score, and so on. Students' final conduct scores upon graduation are calculated by averaging their conduct scores from all semesters. Students need at least 82 points to be eligible for graduation. The number of semesters taken into account in the final score calculation is 8 for the four-year technical program, 4 for the two-year technical program, 4 for the two-year junior college program, and 10 for the five-year junior college program.
- Article 5. To establish a precautionary mechanism, parents or legal guardians, class supervisors, and counseling military instructors of students with the following circumstances must be informed: students who receive major demerits, detentions, expulsions, or stripping of academic standing, who receive conduct scores of 68 points or lower, or who have absences of 10 class sessions or more.
- Article 6. The calculation of student conduct scores is preliminarily approved by the Personal Counseling Section of the Student Affairs Office. Failing conduct scores are confirmed by the class supervisors at the end of each semester, and then, after approval by the department supervisors, are submitted to the Committee of Student Merit and Penalty for final approval.
- Article 7. Students who are given detentions, pursuant to the resolutions of the Committee of Student Merit and Penalty, will receive basic conduct scores of 60 points for that

particular semester. Students whose detention orders expire and are canceled pursuant to resolutions will have basic conduct scores of 82 points starting the following semester.

Article 8. Students shall apply for leaves for their absences within the filing period stipulated in the Student Leave Regulations. Students who have disputes regarding the received merits and penalties shall file appeals during the stipulated appeal period. Students who wish to cancel their demerits using good behavior shall file applications during the filing period stipulated in the Student Repentance and Penalty Cancellation Enforcement Guidelines. This Article refers to the conduct grade within a particular semester.

Article 9. Students are responsible for checking their own conduct grades posted on the school website. Students who have disputes regarding grades shall refer to the Personal Counseling Section of the Student Affairs Office for clarifications or appeals within two weeks after the grades are posted. Any disputes filed after two weeks will not be processed. Conduct grades for a given semester will not be changed after the first two weeks of the following semester.

Article 10. These Regulations were reviewed at the Student Affairs Office Meeting, approved at the Administrative Committee Meeting, and enacted after final approval at the University Council Meeting. Future amendments to the Regulations must undergo the same process.