

# National Kaohsiung University of Hospitality and Tourism Student Merit and Penalty Regulations

Approved at the 18<sup>th</sup> Administrative Committee Meeting on April 23, 1996  
Amended and approved at the 47<sup>th</sup> Administrative Committee Meeting on April 11, 2002  
Amended and approved at the 68<sup>th</sup> Administrative Committee Meeting on November 14, 2002  
Amended and approved at the 111<sup>st</sup> Administrative Committee Meeting on November 25, 2004  
Amended and approved at the 121<sup>st</sup> Administrative Committee Meeting on April 28, 2005  
Amended and approved at the 179<sup>th</sup> Administrative Committee Meeting on May 15, 2008  
Amended and approved at the 2<sup>nd</sup> University Council Meeting of Academic Year 2007 on June 26, 2008  
Amended and approved at the 224<sup>th</sup> Administrative Committee Meeting on July 28, 2010  
Amended and approved at the 228<sup>th</sup> Expanded Administrative Committee Meeting on September 16, 2010  
Amended and approved at the 1<sup>st</sup> University Council Meeting of the 1<sup>st</sup> Semester of Academic Year 2010 on December 23, 2010  
Approved for future reference by the Ministry of Education in Letter Tai Xun (1) No. 1000004941 on January 17, 2011  
Amended and approved at the 306<sup>th</sup> Expanded Administrative Committee Meeting on June 5, 2014  
Amended and approved at the 1<sup>st</sup> University Council Meeting of the 2<sup>nd</sup> Semester of Academic Year 2013 on June 19, 2014  
Approved for future reference by the Ministry of Education in Letter Tai Jiao Xue (2) No. 1030107514 on July 30, 2014  
Amended and approved at the 327<sup>th</sup> Expanded Administrative Committee Meeting on May 7, 2015  
Amended and approved at the 1<sup>st</sup> University Council Meeting of the 2<sup>st</sup> Semester of Academic Year 2014 on June 18, 2015  
Approved for future reference by the Ministry of Education in Letter Tai Jiao Xue (2) No. 1040095422 on July 20, 2015

- Article 1. The National Kaohsiung University of Hospitality and Tourism Student Merit and Penalty Regulations (hereinafter referred to as “Regulations”) are established in accordance with Article 32 of the University Law to promote high moral standing, excellent lifestyles, responsibility, civic virtue, and senses of honor in students in hopes of building an excellent school ethos.
- Article 2. All issues pertaining to student merits or penalties will be duly processed in accordance with the Regulations unless otherwise specified by other regulations.
- Article 3. Student merits include trophies, medals, certificates, gifts, prize money, honorary mentions, minor merits, and major merits.
- Article 4. Student penalties include warnings, minor demerits, major demerits, detention, expulsion, and stripping of academic standing.
- Article 5. Behaviors to be awarded are as follows:
- 1 Under the following circumstances, students may be awarded honorable mentions:
    - 1.1 Students who have excellent performances for their warm-heartedness, enthusiastic volunteer spirits, hard-working attitudes, or excellent academic grades.
    - 1.2 Students who have evidence to show that they have corrected their wrongdoings and reverted to good deeds.
    - 1.3 Students who participate or organize intramural activities and demonstrate excellent performance.
    - 1.4 Students who perform excellently in intramural competitions.
    - 1.5 Students who perform excellently in extramural competitions
    - 1.6 Students who earn qualifications to participate in national competitions.
    - 1.7 Dormitory residents who maintain the cleanliness and order of their dormitories.
    - 1.8 Students who donate blood.
    - 1.9 Students who return lost money or property of high value.
    - 1.10 Students who have evidence to show that they exhort other students to

- perform good deeds or successfully help other students in trouble.
- 1.11 Students who have evidence to show that they cherish school or public properties.
- 1.12 Students who possess moral characteristics and are qualified as role models.
- 1.13 Students who report to the school that they have helped the elderly or children to get on or off buses or have yielded seats to the elderly, handicapped passengers, pregnant women, or children.
- 1.14 Students who maintain excellent dress etiquette, appropriate manners, and proper grooming and are qualified as role models.
- 1.15 Students who perform excellently in important activities or volunteer works.
- 1.16 Students who, when serving as student representatives, demonstrate enthusiasm and responsibility throughout the whole semester and perform significantly.
- 1.17 Students who assist in dealing with other students' safety issues that happen inside or outside the campus, or students who report these issues to the school.
- 1.18 Students who assist in or promote environmental protection or waste reduction, as shown by evidence.
- 1.19 Students who assist in or promote intellectual property protection, as shown by evidence.
- 1.20 Students who perform excellently in extramural internships, as shown by evidence.
- 1.21 Students who have other excellent acts that are worthy of honorable mentions.
- 2 Under the following circumstances, students may be awarded minor merits:
  - 2.1 Students who perform excellently in public duties.
  - 2.2 Students who perform distinctively in official extramural or regional competitions.
  - 2.3 Students who perform excellently in national competitions.
  - 2.4 Students who earn qualifications to participate in national competitions.
  - 2.5 Students who perform heroic deeds, ensure the safety of organizations, respect the elderly, or take care of the young or the handicapped, which are acts instrumental to enhancing a good social ethos, as shown by evidence.
  - 2.6 Students who, when serving as representative of students or school clubs, demonstrate enthusiasm and responsibility throughout the whole semester and perform significantly.
  - 2.7 Students who perform excellently in extramural internships or volunteer works to enhance the school's reputation.
  - 2.8 Students who improve the school's reputation by engaging in excellent acts outside the school.
  - 2.9 Students who perform excellently in assisting in or promoting environmental protection or waste reduction.
  - 2.10 Students who deserve to be respected and are qualified as role models for providing assistance to other people, as shown by evidence.
  - 2.11 Students who receive good evaluations by appropriately dealing with special situations or accidents.
  - 2.12 Students who return lost money or property worth NT\$10,000 to \$100,000.
  - 2.13 Students who perform excellently in assisting in or promoting intellectual property protection.
  - 2.14 Students who report gambling arcades that are found to be illegally managed to the authorities.

- 2.15 Students who engage in other conduct with similar merits as the aforementioned behaviors.
- 3 Under the following circumstances, students may be awarded major merits:
  - 3.1 Students who represent the school in international competitions and perform excellently.
  - 3.2 Students who report significant activities that are found to be illegal to the authorities.
  - 3.3 Students who cherish the school and promote its development, as shown by evidence.
  - 3.4 Students who are adventurous, courageous, or worthy role models for other people.
  - 3.5 Students who represent the school in national competitions and perform distinctively.
  - 3.6 Students whose conduct benefits the country, the nation, the society, or the school.
  - 3.7 Students who promote the school's reputation by performing excellently in extramural activities.
  - 3.8 Students who participate in activities demonstrative of their love for the country and perform excellently.
  - 3.9 Students who return lost money or property worth more than NT\$100,000.
  - 3.10 Students who perform excellently in extramural internships and are qualified as role models for other students.
  - 3.11 Students who engage in other conduct worthy of major merits or special awards.

Article 6. Behaviors to be penalized are as follows:

1. Under the following circumstances, students may be reprimanded and given warnings:
  - 1.1 Students who commit minor transgressions by violating the school's professionalism with frivolous and immoral manners.
  - 1.2 Students who demonstrate disrespectful behaviors toward other students. Students who are disrespectful to those of their opposite sex will receive more serious penalties.
  - 1.3 Student representatives who do not fulfill the responsibilities or services required by their public duties.
  - 1.4 Students who do not meet the standards of dress etiquette, manners, or grooming required of the school's professionalism.
  - 1.5 Dormitory residents who do not keep their rooms clean.
  - 1.6 Students who commit minor traffic violations.
  - 1.7 Students who do not take care of school property or remove school property without permissions. Students shall pay the full price for anything damaged.
  - 1.8 Students who cause minor disturbances by shouting in public places.
  - 1.9 Dormitory residents who do not follow dormitory schedules and disturb others.
  - 1.10 Students who cause disturbances by engaging in sports or recreational activities in the dormitory or teaching areas.
  - 1.11 Students who commit minor transgressions by avoiding group activities or evading responsibilities without excuses.
  - 1.12 Students who send official communications extramurally in the names of the school's student organizations without permission.
  - 1.13 Dormitory residents who overstay their leaves or are absent without leave.
  - 1.14 Students who commit minor transgressions of the school's registration

- regulations.
- 1.15 Students who commit minor transgressions of the school's course enrollment regulations.
- 1.16 Students who commit minor transgressions of regulations concerning the use of Internet.
- 1.17 Students who disturb the environment by walking on lawns for purposes other than school activities or without permission.
- 1.18 Students who delay school administrative processes by committing transgressions of school regulations and applying for late tuition, miscellaneous fee exemptions, and student loans without justifiable excuses.
- 1.19 Students who commit first or minor transgressions by engaging in inappropriate behaviors in their apartments rented off-campus or disturbing the peace of the neighborhoods.
- 1.20 Students who engage in behaviors not related to classes or show frivolous attitudes while classes are in session and are unrepentant after being reminded.
- 1.21 Students whose etiquette is inappropriate, whose manners are frivolous, or whose manners toward others are rude, violating the school's professionalism.
- 1.22 Students who commit minor transgressions by engaging in behaviors that detract from environmental cleanliness.
- 1.23 Students whose attitudes are frivolous or who engage in irrelevant actions during the school's group activities or important meetings.
- 1.24 Students who bring inappropriate publications or pictures to school or read them in school.
- 1.25 Students who do not drive or park their vehicles in accordance with school regulations.
- 1.26 Students who do not use or return campus facilities, possessions, or identification cards in accordance with school regulations.
- 1.27 Students who commit minor transgressions by selling merchandise or engaging in other commercial activities that are academically irrelevant on campus.
- 1.28 Students who commit similar transgressions as the aforementioned behaviors.
2. Under the following circumstances, students may be reprimanded and given minor demerits:
  - 2.1 Minor offences against the Criminal Law, but with remorse.
  - 2.2 Students who behave arrogantly toward faculty members or commit defamation.
  - 2.3 Students who maliciously criticize other students or purposely exacerbate disputes among students.
  - 2.4 Students who cause disputes among other students by sowing discord among them and stirring up troubles.
  - 2.5 Students who jeopardize order among groups.
  - 2.6 Students who entertain others who are non-residents of the dormitories, relatives, and friends or students of the opposite sex in their dormitories without permission from faculty members on duty.
  - 2.7 Students who commit minor transgressions by making up excuses to avoid public duties or important meetings.
  - 2.8 Students who violate regulations by arbitrarily putting up posters or distributing flyers or notices and are unrepentant after being advised.

- 2.9 Students who take other people's possessions or view the contents of other people's electronic or other similar devices without the owners' consent.
- 2.10 Students who commit minor transgressions by engaging in fraudulent and deceptive practices.
- 2.11 Students who are found committing minor transgressions by behaving inappropriately on- and off-campus to interrupt social peace or safety, as confirmed by investigations.
- 2.12 Students who commit major transgressions by shouting or talking loudly in or near the dormitories and are unrepentant after being advised.
- 2.13 Students who burn articles in the dormitories or the hallways thereof.
- 2.14 Students who fail to inform the authorities of the lost money that they find and take possession of the money.
- 2.15 Students who climb over the school wall or windows to enter or leave the campus, dormitories, or classrooms.
- 2.16 Students who interrupt the dormitories' peace by creating noises by playing instruments or listening to music in their dormitories and do not rectify their behaviors after being advised.
- 2.17 Students who detract from the overall environmental cleanliness and public hygiene.
- 2.18 Students who are found committing minor transgressions of the Gender Equity Education Act by the school's Committee of Gender Equality Education after inspections are conducted.
- 2.19 Students who violate good social customs and the professionalism of the school by dressing and grooming themselves inappropriately.
- 2.20 Students who raise animals in their dormitories without permission.
- 2.21 Students who possess unpermitted electrical appliances, inflammable materials, or appliances that use gas or ethyl alcohol.
- 2.22 Students who commit serious transgressions of regulations governing student clubs' organizations and activities.
- 2.23 Students who commit more serious transgressions of traffic laws.
- 2.24 Dormitory residents who repeatedly overstay their leaves.
- 2.25 Dormitory residents who are repeatedly absent without leave.
- 2.26 Students who go to the dormitories of students of the opposite sex without obtaining permission from faculty members on duty.
- 2.27 Students who commit minor transgressions by violating others' intellectual property rights.
- 2.28 Students who put faculty members and other students in danger or who initiate fights with other students on- or off-campus.
- 2.29 Students who commit more serious transgressions of regulations concerning the use of the Internet.
- 2.30 Students who do not meet the standards of dress etiquette, manners, and grooming required by the school's professionalism and are unrepentant or disrespectful after being advised.
- 2.31 Students who commit more serious transgressions of promulgated regulations governing residency in the dormitories.
- 2.32 Students who bring prohibited articles such as cigarettes, alcohol, betel nut, or mahjong to the campus that do not serve academic purposes or are without other justifiable excuses.
- 2.33 Students who commit major transgressions of the school's registration regulations.
- 2.34 Students who set off dangerous explosives such as firecrackers or fireworks on campus without permissions.

- 2.35 Students who commit major transgressions by selling merchandise or engaging in other commercial activities that are academically irrelevant on campus but do not violate other people's rights.
  - 2.36 Students who commit minor transgressions by fraudulently using or stealing other people's identification cards.
  - 2.37 Students who commit similar transgressions as the aforementioned behaviors.
3. Under the following circumstances, students may be reprimanded and given major demerits:
- 3.1 Major offences against the Criminal Law, but with remorse.
  - 3.2 Students who obstruct the staff's or other students' performance of official duties.
  - 3.3 Students who openly encourage other students to cut classes or to participate in activities not approved by the school.
  - 3.4 Students who disturb the peace, order, or environmental hygiene by drinking alcoholic beverages or chewing betel nut when not required by classes.
  - 3.5 Students who use electrical appliances or appliances that use gas or ethyl alcohol, set off firecrackers, or use inflammable materials that are not approved by public safety regulations.
  - 3.6 Students who hinder investigations or public interests by giving false testimony or purposely hide the truth.
  - 3.7 Students who are found gambling (when not part of class requirements) or linger in inappropriate places (such as video arcades, sexually oriented places, or other similar places) and whose physical and mental health, lifestyle, or school performance are affected by these behaviors.
  - 3.8 Students who repeatedly violate school regulations and are unrepentant after being repeatedly advised.
  - 3.9 Students who affect the reputations or interests of the school or others by engaging in inappropriate activities under the guise of other people.
  - 3.10 Students who degrade the school's reputation by abusing alcohol and causing trouble.
  - 3.11 Dormitory residents who let other students, relatives, friends, or students of the opposite sex stay overnight or who stay overnight in the dormitories of students of the opposite sex.
  - 3.12 Students who seriously affect dormitory management by failing to obtain approval for applications for or terminations of dormitory residencies or who move in or move out of dormitories without permission.
  - 3.13 Students who own falsified or modified parking permits or who drive their vehicles on campus without consent.
  - 3.14 Students who commit transgressions of regulations, affect overall schedules, or violate the interest of other people or the public during internships in Taiwan or abroad, academic trips abroad, or academic activities off-campus.
  - 3.15 Students who purposely or maliciously damage other people's motorcycles or bicycles. Students who cause damage shall pay the full price for anything damaged.
  - 3.16 Students who engage in street racing off-campus.
  - 3.17 Students who commit more serious transgressions by violating others' intellectual property rights.
  - 3.18 Students who smoke on campus.
  - 3.19 Students who commit major transgressions of regulations governing the

- use of the Internet.
- 3.20 Students who cheat on exams.
- 3.21 Students who are found committing transgressions of the Gender Equity Education Act. Such students shall be penalized after inspections are conducted by the Committee of Gender Equality Education.
- 3.22 Students who maliciously criticize or humiliate faculty members.
- 3.23 Students who commit more serious transgressions by violating or damaging other people's interests with the selling of merchandise, direct selling, or other commercial activities through inappropriate means.
- 3.24 Students who commit similar transgressions as the aforementioned behaviors.
4. Under the following circumstances, students may receive detentions:
  - 4.1 Major offences against the Criminal Law.
  - 4.2 Students who tear up or alter public notices, lists, or documents on campus without permission.
  - 4.3 Students who maliciously criticize or humiliate faculty members.
  - 4.4 Students who bully other students, maintenance workers, or security guards.
  - 4.5 Students who blackmail faculty members to fulfill their own wishes or who threaten to physically hurt faculty members.
  - 4.6 Students who jeopardize the school's educational purposes or order by purposely violating laws or school regulations.
  - 4.7 Students who receive two major and two minor demerits.
  - 4.8 Students who are repentant and forgiven by faculty members for forging faculty members' signatures or seals.
  - 4.9 Students who ask other students to take exams on their behalf or who take exams for other students.
  - 4.10 Students who damage the interests of other people, the public, or the school by committing major transgressions.
  - 4.11 Students who commit similar transgressions as the aforementioned behaviors.
5. Under the following circumstances, students may be expelled:
  - 5.1 Students who violate governmental laws or regulations to the extent of jeopardizing the school's educational purposes, social order, or public interests.
  - 5.2 Students who participate in illegal extramural organizations or groups.
  - 5.3 Students who commit major transgressions by engaging in planned fights or by initiating spontaneous fights.
  - 5.4 Students who jeopardize the school's educational purposes or public interests by tearing up, altering, or destroying public notices or official letters.
  - 5.5 Students who commit major transgressions by physically hurting other people.
  - 5.6 Students who commit major transgressions by engaging in thefts or robberies.
  - 5.7 Students who commit major transgressions by engaging in the embezzlement of public property.
  - 5.8 Students who commit crimes and receive guilty verdicts in the first instance.
  - 5.9 Students who are reprimanded and given a minor demerit or a more serious penalty or who are given three warnings or more during the detention period.
  - 5.10 Students who seriously jeopardize the interests of other people or the

- school for the benefit of themselves or a minority of people.
- 5.11 Students who commit major transgressions by engaging in forgery or using other people's seals.
- 5.12 Students who receive conduct grades of less than 60 points.
- 5.13 Students who commit major transgressions by building websites with pornographic, gambling, or violent content or by using websites for illegal purposes to affect others, social order, or good social customs.
- 5.14 Students who use, possess, or inject illegal drugs or who abet or encourage other people to engage in any of the above behaviors.
- 5.15 Students who affect academic activities or jeopardize educational purposes by organizing to threaten or encourage others to boycott classes or engage in other illegal activities.
- 5.16 Students who commit similar transgressions as the aforementioned behaviors.
- 6. Under the following circumstances, students may be stripped of academic standing:
  - 6.1 Students who cheat on entrance exams or who submit forged, borrowed, or altered admission documents, certificates of educational background, or documents of educational qualification.
  - 6.2 Students who transport or sell illegal drugs or who possess illegal drugs with the intention of selling them.
  - 6.3 Students who commit similar transgressions as the aforementioned behaviors.

Article 7. The responsibilities and procedures for processing student merit and penalty procedures are outlined below:

- 1. All faculty and staff members may suggest merits or penalties for students' honorable or bad conduct. The decisions on merit or penalty shall be made by taking into account students' behavioral motivations and purposes, influencing stimulations, methods employed, living conditions, conduct, wisdom, relationships with the victims, the degrees to which responsibilities are violated, the danger and damages caused, and attitudes after the acts. The specific situations of each case shall be carefully considered to establish facts and specify the applicable regulations. The recommendations for the types and severity of the penalty shall be made in the best interests of the students and in accordance with the legal principle of proportionality.
- 2. The merits and penalties of the class representatives are suggested by their class supervisors. The merits and penalties of other representatives are suggested by the sponsoring units. The merits and penalties issued for general activities are suggested by the units that sponsor the activities. This division of responsibility avoids the overlapping of suggestions.
- 3. Merits such as trophies, medals, certificates, gifts, prize money, honorary mentions, and minor merits and penalties such as warnings and minor demerits shall be approved and promulgated by the chief steward of the Student Affairs Office.
- 4. Major merits, major demerits, detentions, expulsions, and stripping of academic standing shall be discussed and approved by the Committee of Student Merit and Penalty and then sent to the president for approval and promulgation.
- 5. Detention is deemed equivalent to two major demerits and two minor demerits and is processed in accordance with the following regulations:
  - 5.1 Students with detentions must submit a letter of repentance witnessed by their parents before registering for or continuing with classes.
  - 5.2 The time period for detention is the semester in which the penalty is given by the Committee of Student Merit and Penalty and the subsequent



- semester, and conduct grades will start from 60 points. During the detention period, students' conduct grades are calculated in accordance with the standards stipulating grade additions and deductions.
- 5.3 Students with detentions will be expelled from the school if they additionally receive a minor demerit or three warnings or more.
  - 5.4 For students who have corrected their behaviors and are behaving well after the detention periods, detentions may be canceled. The cancelation of detentions is approved in department meetings and then submitted to the Committee of Student Merit and Penalty for final approval. Depending on how the students have reformed, periods can be shortened or lengthened.
  - 5.5 After the termination of detentions, students' conduct grades are restored to 82 points.
- 6. Students serving their off-campus internships are awarded or penalized in accordance with off-campus internship regulations. Decisions on major merits, major demerits, detentions, expulsions, and stripping of academic standing shall be reviewed by the Advisory Committee of Off-Campus Internships, approved by the Committee of Student Merit and Penalty, and then submitted to the president for final approval and promulgation.
  - 7. Students are awarded in accordance with the Reference Table of the Number of Awards for Student Behaviors.
  - 8. Students who find any of these provisions contrary to law or infringing upon their personal rights may follow the school's Appeal Regulations and submit an appeal to the Student Appeal Review Committee.

Article 8. These Regulations were discussed and approved during a meeting of the Administrative Committee and the University Council and took effect after the president's approval. These Regulations are approved for future reference by the Ministry of Education. Future amendments to Regulations must go through the same process.

本規章負責單位：學生事務處生活輔導組