

National Kaohsiung University of Hospitality and Tourism Regulations for Implementing Guidance on Student Attire, Appearance, and Etiquette

Approved and implemented as per Gao-Lu-Xue-Zi letter No.0940006109 on October 3, 2005

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Article 1 Objectives: The purposes are to fulfill the motto of NKUHT: “Perfect, Honest, Diligent, and Modest” and develop characteristics suitable for the hospitality and tourism sector, a good work ethic and a professional image among students, thereby helping students develop good etiquette for daily life, learn to appear and dress properly, have a graceful temperament, and boost their competitiveness in the workplace. With positive guidance through inter-class competitions, the morale and unity of the teams may be boosted.

Article 2 The guidance on attire, appearance, and etiquette is as follows:

1. Time period and area:

(1) The guidance on attire and appearance is categorized into

- ① All degree programs: From 07:50 to 17:00 in the area to the north of the horizontal line between Le Cordon Bleu Restaurant and the Multipurpose Activity Center and to the south of the school gate.
- ② Evening Division: From 07:50 to 20:00 in the same area as that for other degree programs.
- ③ For the implementation of morning labor education courses and the time periods and areas for degree programs, as mentioned above, the following provisions about the attire and appearance standards shall apply.

(2) The guidance on etiquette: Anytime and anywhere without the limitations of time and space.

2. The items of implementation are categorized as follows

(1) Attire standards:

Based on the design and material of the clothes purchased by the Staff and Student Benefit Committee of NKUHT, the categories are as follows:

1. Uniforms: The shirt, pants, and skirt shall be ironed; the school badge, department badge, name tag, scarf, bow tie, and other accessories shall not be missing; and standard leather shoes (heeled or high-heeled plain leather shoes) shall be worn. Skirts must be no shorter than 10CM above the knee. Pants shall

be mainly black or gray dress pants.

2. Chef uniforms: Such uniforms shall conform to the requirements of each department or graduate institute and be worn with a scarf and dark-colored standard leather shoes, safety shoes or Birkenstock shoes.
3. Technical apparel for services: Such apparel shall conform to the requirements of each department or graduate institute and be worn with a bow tie, vest, and standard leather shoes (heeled or high-heeled plain leather shoes).
4. Sports outfits: Students shall wear the standard NKUHT sports outfits with sports shoes, and shall hang their ID cards on the sports outfits.
5. Others:

Students who wish to wear jackets shall wear the standard NKUHT jackets. Students who take lower level courses or professional courses offered by other departments shall wear the professional attire of the day as required by the departments. Application shall be made when special attire is required according to actual needs; with the exception of urgent cases when an oral notice to the agency-in-charge can be accepted and the application process is fulfilled later, all applications must be made in advance and approved before the respective attire can be worn.

(1) Applications for project activity attire: School uniforms should be worn at all times in and out of the campus. Non-school uniform attire can be changed into after students enter the activity venues, and shall be restricted to the time periods and areas of the activity.

(2) Applications for injury and illness attire: Please enclose relevant proof.

(2) Appearance standards:

The requirements are modesty, tidiness, being pleasing in appearance, elegance, and presenting a professional image in the hospitality and tourism sector without elaborate and avant-garde looks.

① Hair: hair color must be natural. Students must not dye their hair; if they dye their hair, they have to restore the hair to its original color. No unusual hairstyles are allowed. Male students shall not have overly long hair (the hair shall not cover their eyes and ears, and shall not grow past their collar; no sideburns are allowed).

② Beard: Male students shall not have a beard.

③ Earrings: Only one stud earring is allowed for each ear. No elaborate colors or earrings along the rim of the ear are allowed.

4. The above-mentioned appearance requirements are applied in the school campus, with no time and area restrictions.

(3) Etiquette standards: Students shall greet the faculty and staff members, guests, and other students, and shall be courteous to each other.

3. Guidance methods

- (1) In-class guidance: To meet the professional requirements of the course, the instructor shall require students' wearing of school uniforms according to the daily course schedule. For those who fail to meet the classroom requirements of attire and appearance, the instructor shall enter "improper attire and appearance" in the field at the bottom of the class attendance system.
- (2) Guidance at fixed times and locations: The faculty and staff members of relevant units as well as the members of the Traffic Service Team (TST) will offer guidance to and record those violating the attire and appearance standards at fixed times and locations every morning, afternoon, and evening.
- (3) Guidance at random times and locations: The entire faculty and staff members will randomly offer guidance to and record those failing to meet the attire and appearance standards, and will submit the records to the unit in charge of registration.

Article 3 Rules for attire and appearance for competitions

1. Competition items and standards: The competition items shall consist of attire and appearance, and the standards are the same as the aforesaid attire and appearance standards.
2. Competition participants
 - (1) For the Day Division, scores are calculated based on the unit of class. Competitions are carried out in four groups.
 - (2) For the Evening Division, scores are calculated based on the unit of class. Competitions are carried out in two groups.
3. Competition times
 - (1) Every semester the competition starts from the day the semester begins till the weekend before the last day of the semester, in order to settle scores. The scores for the last week of the semester will be calculated into the scores for the following semester. Competitions are carried out every day (except for holidays), and scores are recorded on a daily basis. The overall scores for the semester will be calculated at the end of the semester.
 - (2) For graduating classes, the overall competition scores for the second semester will be counted till the last day of graduation exams.
4. Competition guidance and inspection personnel
 - (1) Entire faculty and staff members
 - (2) TST
5. Competition grouping:

During the period of off-campus internships, the class to which each group member belongs will be excluded from competition evaluations. The remaining classes will be divided as follows:

- (1) Day Division:

- ① Group A: First-year students of the four-year technical college and first-year to fourth-year students of the five-year junior college
- ② Group B: Second-year students of the four-year technical college and fifth-year students of the five-year junior college
- ③ Group C: Fourth-year students of the four-year technical college and first-year and second-year students of the two-year technical college
- ④ Group D: Students of the graduate institutes (master's programs)

(2) Evening Division:

- ① Group E: Students of the four-year technical college in the Evening Division
- ② Group F: Students enrolled in the two-year technical college in the Evening Division and project-based programs such as the industry-specific programs, dual study programs, and post-baccalaureate programs

6. Competition evaluations

- (1) Each class has a basic score of 80. The weekly guidance and inspection records will be placed on the cabinets for all classes during the following week for students to look up.
- (2) In the event that the attire and appearance do not meet the requirements and such non-compliance is recorded by the guidance and inspection personnel, 0.5 points will be deducted from the class score per person each time. If improvements are made and the re-inspection is passed one week later, 0.2 points will be deducted instead. However, the re-inspection does not affect the personal records of students.
- (3) In the event that the attire and appearance do not meet the requirements and such non-compliance is recorded by the instructor in the attendance system, 0.5 points will be directly deducted from the conduct score of the individual.
- (4) In the case of same scores, the class with more people shall win.

7. Competition rankings: The results of the attire, appearance, and etiquette evaluations will be classified into Ranks A, B, C, and D.

- (1) Rank A: A score of 80
- (2) Rank B: A score between 70 and 79
- (3) Rank C: A score between 60 and 69 (60 is the passing score)
- (4) Rank D: A score of 59 and below (under the mark)

8. Competition rewards

(1) Scores for each semester: The classes with lower point deduction rates in each group (point deduction rate % = total points deducted / number of people / number of school days)

- ① Top three from Groups A, B, C, E, and F receive the following:
First place (a score of 75 and above is required): A gift coupon of NT\$5000 and a merit award for all students in the class

(those who have points deducted are excluded)

Second place (a score of 75 and above is required): A gift coupon of NT\$3000 and two commendation awards for all students in the class (those who have points deducted are excluded)

Third place (a score of 75 and above is required): A gift coupon of NT\$2000 and a commendation award for all students in the class (those who have points deducted are excluded)

② First place for Group D (a score of 75 and above is required): A gift coupon of NT\$3000 and two commendation awards for all students in the class (those who have points deducted are excluded)

(2) The homeroom teachers of the top three classes in each group can list this as a reference for the excellent homeroom teacher evaluation, and will obtain extra points for relevant items of the teacher development evaluation. The scores for the homeroom teachers and classes will be announced on the NKUHT website, and compliments will be given openly at relevant meetings.

Article 4 Rules for rewards and punishments

1. Rewards for guidance personnel

If people other than the faculty and staff members of the relevant units proactively offer guidance to students violating the attire and appearance standards, concrete evidence shall be presented to the unit in charge for recordation. The Office of Student Affairs will openly commend and award a certificate of appreciation to the three people who have offered most guidance at relevant meetings.

2. Personal punishments for students

Students who fail to meet the attire and appearance standards as set forth herein will be subject to punishments imposed in accordance with the Student Merit and Penalty Regulations of NKUHT depending on the severity of the situation. Punishments are imposed based on the following principles:

- (1) Punishments will be directly imposed on students who show a bad attitude or avoid or hinder the implementation at the moment of guidance and recordation.
- (2) In the event that the attire and appearance do not meet the standards and the situation of non-compliance is severe, the guidance and inspection personnel may directly request the students to undergo re-inspection on a fixed date. Those who fail to undergo re-inspection within the specified period of time will be punished for the reason of having a bad attitude.
- (3) For those whose attire and appearance fail to meet the standards three times or more or fail to conform to three or more items as accumulated according to the records, a minor demerit will be suggested. For violations starting from the

fourth time or violations of the fourth item and onwards, an additional minor demerit will be suggested for each violation. If necessary, the students will be referred to the Personal Counseling Section under the Office of Student Affairs for assistance with guidance.

Article 5 Other rules

1. Matters related to the attire, appearance, and etiquette of the NKUHT students shall be handled in accordance with the provisions of the Regulations.
2. In respect of matters such as planning of guidance, grouping for and implementation of inspection, score calculation, and announcement of results regarding student attire, appearance, and etiquette, the Military Training Office as well as the Personal Counseling Section and Housing Counseling Section under the Office of Student Affairs shall be responsible for the planning, implementation, evaluation, and coordination with all other units for the purpose of comprehensive implementation.
3. For those whose attire and appearance fail to meet the requirements and their non-compliance is recorded by instructors in the attendance system, 0.5 points will be deducted from their conduct scores. Such non-compliance will not be included in the competition items as prescribed herein.
4. The items, times, and numbers mentioned herein shall all be inclusive.
5. The budget required for the Regulations shall be covered by the funds for the comprehensive planning of campus activities.

Article 6 The Regulations shall come into effect after being adopted at the Administrative Meeting and approved by the President. The same procedure shall also apply to the amendments.