

# 國立高雄餐旅大學學生獎懲委員會設置要點

## National Kaohsiung University of Hospitality and Tourism Guidelines for the Establishment of the Student Rewards and Punishments Committee

99年9月16日第228次擴大行政會議審議通過

Approved by the 228th Expanded Administrative Meeting on September 16, 2010

99年11月4日99學年度第1學期第2次臨時校務會議修正通過（授權統一修正校名）

Revised and approved by the 2nd Extraordinary University Council Meeting of the 1st semester of the 2010 academic year on November 4, 2010 (authorized for the unified correction of the university name)

100年8月10日第246次行政會議修正通過

Revised and approved by the 246th Administrative Meeting on August 10, 2011

102年11月14日第294次行政會議修正通過

Revised and approved by the 294th Administrative Meeting on November 14, 2013

103年8月27日第311次行政會議修正通過

Revised and approved by the 311th Administrative Meeting on August 27, 2014

104年10月08日第337次行政會議修正通過

Revised and approved by the 337th Administrative Meeting on October 8, 2015

105年8月10日第357次行政會議修正通過（授權統一修正應更新之單位名稱或職稱）

Revised and approved by the 357th Administrative Meeting on August 10, 2016 (authorized for the unified correction of updated department names or job titles)

106年12月13日配合本校組織規程教育部台教技（二）字第1060179646號函核定修正（原職稱、組織名稱）

Revised on December 13, 2017, in accordance with the university's Organic Regulations as approved by the Ministry of Education in Letter No. 1060179646 of the Department of Technological and

Vocational Education (original job titles and organizational names)

一、國立高雄餐旅大學(以下簡稱本校)依據本校組織規程第十條暨學生事務會議組織章程第七條定之。

Article 1 National Kaohsiung University of Hospitality and Tourism (hereinafter referred to as "the University") hereby establishes these guidelines in accordance with Article 10 of the University's Organic Regulations and Article 7 of the Organic Charter of the Student Affairs Meeting.

二、學生獎懲委員會(以下簡稱本委員會)之組成：

Article 2 Composition of the Student Rewards and Punishments Committee (hereinafter referred to as "the Committee"):

(一)當然委員：教務長、學務長、總務長、研發長、國際長、餐旅學院院長、觀光學院院長、廚藝學院院長、國際學院院長、軍訓室主任、生活輔導組組長、諮商輔導組組長、住宿輔導組組長為當然委員，學務長為召集人。

(1) Ex-officio Members: The Provost, Vice President for Student Affairs, Vice

President for General Affairs, Vice President for R&D, Vice President for International Affairs, Deans of the Colleges of Hospitality Management, Tourism, Culinary Arts, and International College, Director of the Military Training Office, and the Heads of the Life Guidance, Counseling, and Housing Service Sections. The Vice President for Student Affairs shall serve as the convener.

(二) 教師委員：由餐旅學院、觀光學院、廚藝學院暨國際學院各院長推舉所屬學院專任教師二名擔任之。

(2) Faculty Members: Two full-time faculty members from each college (Hospitality Management, Tourism, Culinary Arts, and International College) recommended by their respective Deans.

(三) 學生委員：

學生會代表3人，學生議會代表2人。

(3) Student Members: Three representatives from the Student Association and two representatives from the Student Council.

三、學生獎懲委員會(以下簡稱本委員會)之執掌如下：

Article 3 The duties and responsibilities of the Committee are as follows:

(一) 審議學生重大獎懲案件。但記小功、過(含)以下之獎懲案件，得由學務長核定後發布。

(1) To deliberate on major student reward and punishment cases. However, cases involving minor merits or demerits (inclusive) or below may be issued after approval by the Vice President for Student Affairs.

(二) 審議學生操行成績特殊之個案。

(2) To deliberate on special cases regarding student conduct grades.

四、本委員會每學期開會一次，必要時得召開臨時會議。

Article 4 The Committee shall meet once per semester; extraordinary meetings may be convened when necessary.

五、本委員會召開會議時，學務處各單位主管須列席，並得邀請其他與議題有關之單位主管及人員列席。

Article 5 When the Committee meets, heads of all units under the Office of Student Affairs must attend. Heads and personnel of other relevant units may also be invited to attend.

六、討論懲處案件時，當事人得列席說明。

Article 6 When discussing disciplinary cases, the student(s) involved may attend to provide an explanation.

七、本委員會應有委員半數出席，始得開會；應有出席人數過半數同意，始得決議。

Article 7 A meeting of the Committee requires the attendance of at least half of the members to proceed. Resolutions require the consent of more than half of the members present.

八、本委員會教師委員與學生委員任期一年，得連任之。

Article 8 Faculty and student members of the Committee serve a term of one year and may be reappointed.

九、本會各項委員，均不得同時兼任學生申訴評議委員會之委員，兼任者則須取消本會委員之資格。

Article 9 Members of this Committee may not concurrently serve as members of the Student Grievance Redress Committee. Any member found holding concurrent positions shall be disqualified from this Committee.

十、本要點經行政會議通過，陳請校長核定後施行，修正時亦同。

Article 10 These guidelines shall be implemented after being approved by the Administrative Meeting and ratified by the President. The same applies to any future amendments.

**本規章負責單位：學生事務處生活輔導組**  
**Responsible Unit: Life Guidance Section, Office of Student Affairs**