

國立高雄餐旅大學學生操行成績考查辦法

National Kaohsiung University of Hospitality and Tourism Regulations for Reviewing Student Conduct Grades

85 年 7 月 9 日校務會議審議通過
Approved by the University Council Meeting on July 9, 1996

87 年 10 月 22 日行政會議修正通過
Revised and approved by the Administrative Meeting on October 22, 1998

91 年 4 月 11 日第 47 次行政會議修正通過
Revised and approved by the 47th Administrative Meeting on April 11, 2002

97 年 2 月 21 日第 174 次行政會議修正通過
Revised and approved by the 174th Administrative Meeting on February 21, 2008

99 年 7 月 28 日第 224 次行政會議修正通過
Revised and approved by the 224th Administrative Meeting on July 28, 2010

99 年 9 月 16 日第 228 次擴大行政會議修正通過
Revised and approved by the 228th Expanded Administrative Meeting on September 16, 2010

99 年 11 月 4 日第 2 次臨時校務會議修正通過
Revised and approved by the 2nd Extraordinary University Council Meeting on November 4, 2010

99 年 11 月 14 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 14, 2010 (Authorized for uniform revision of the university name)

103 年 6 月 19 日 102 學年度第 2 學期第 1 次校務會議修正通過
Revised and approved by the 1st University Council Meeting of the 2nd Semester of the 2013 Academic Year on June 19, 2014

103 年 12 月 25 日 103 學年度第 1 學期第 1 次校務會議通過(法規最末條條文統一修正)
Approved by the 1st University Council Meeting of the 1st Semester of the 2014 Academic Year on December 25, 2014 (Uniform revision of the final article of regulations)

114 年 4 月 23 日第 549 次行政會議修訂通過
Revised and approved by the 549th Administrative Meeting on April 23, 2025

114 年 6 月 18 日 113 學年度第 2 學期第 1 次校務會議修訂通過
Revised and approved by the 1st University Council Meeting of the 2nd Semester of the 2024 Academic Year on June 18, 2025

第一條 / Article 1

依據:大學法及教育部台訓(二)字第 0920047186A 號函頒「大專校院訂定學生行為規範及獎懲規定注意事項」之規定,暨本校實際需要訂定,作為本校學生操行成績評考之依據,以下簡稱本辦法。

Basis: Formulated in accordance with the provisions of the "University Act," the Ministry of Education's Directive No. Tai-Xun-(2)-Zi-0920047186A "Guidelines for Colleges and Universities to Establish Student Codes of Conduct and Rewards/Punishments Regulations," and the actual needs of the University, serving as the basis for assessing the conduct grades of students of this University, hereinafter referred to as "these Regulations."

第二條 / Article 2

學生操行成績評定計算,以 82 分為基本分數,再加減師長評分、永續環境與勞作教育勤缺、平時勤缺、獎懲及行善銷過紀錄,核計實得總分,以 100 分為滿分,其等第分為六等。The calculation of student conduct grades starts with a base score of 82 points. The final total score is calculated by adding or subtracting faculty evaluation points, attendance records in Sustainable Environment and Labor Education, daily class attendance records, rewards and punishments, and records of community service for offsetting demerits. The maximum score is 100 points, and the grading is classified into six ranks.

一、95 分以上至 100 分者為特優。

1. 95 points and above up to 100 points: Excellent (Distinction).

二、90 分以上不滿 95 分者為優等。

2. 90 points and above but less than 95 points: Very Good (High Honors).

三、80 分以上不滿 90 分者為甲等。

3. 80 points and above but less than 90 points: Grade A (Honors).

四、70 分以上不滿 80 分者為乙等。

4. 70 points and above but less than 80 points: Grade B (Satisfactory).

五、60 分以上不滿 70 分者為丙等。

5. 60 points and above but less than 70 points: Grade C (Pass).

六、不滿六十分為丁等,不合格。

6. Less than 60 points: Grade D (Fail).

七、評分結果超過 100 分以上者,仍以 100 分計算列為特優。

7. If the evaluation result exceeds 100 points, it will still be calculated as 100 points and classified as Excellent.

第三條 / Article 3

師長期末評分標準如下:

The criteria for faculty evaluations at the end of the semester are as follows:

一、班導師最高給正負總分 4 分。

1. The class advisor may award or deduct a maximum of 4 points in total.

二、所系科(學程)學術主管最高給正負總分 4 分。

2. The academic director of the graduate institute, department, division, or degree program may award or deduct a maximum of 4 points in total.

三、所系科(學程)教官最高給正負總分 2 分。

3. The military instructor of the graduate institute, department, division, or degree program may award or deduct a maximum of 2 points in total.

四、校外實習學生:班導師最高給正負總分 5 分;系科主任最高給正負總分 5 分。

4. Students in off-campus internships: The class advisor may award or deduct a maximum of 5 points in total; the department or division head may award or deduct a maximum of 5 points in total.

五、全校教職員對學生操行成績得列舉事實，以書面提供擔任評分導師之參考。

5. All university faculty and staff may list specific facts and provide them in writing to the evaluating advisor for reference in determining the student's conduct grades.

六、師長評分應依平時行為表現衡酌考量，不宜全班皆給予最高分。

6. Faculty evaluations should be carefully considered based on daily behavior, and it is not appropriate to give the maximum score to the entire class.

第四條 / Article 4

學生平時勤缺及獎懲分數計算評定標準：

The evaluation standards for student attendance and rewards/punishments score calculations:

一、平時勤缺分數計算標準：

1. Standard for calculating daily attendance scores:

(一)曠課每 1 小時扣 1 分。

(1) Deduct 1 point for every 1 hour of unexcused absence (truancy).

(二)遲到、早退扣 0.5 分。

(2) Deduct 0.5 points for each late arrival or early departure.

(三)病假每 20 小時、事假每 10 小時扣 1 分。

(3) Deduct 1 point for every 20 hours of sick leave, and 1 point for every 10 hours of personal leave.

(四)產假、陪產假依據本校請假規則申請期限內不扣分。

(4) Maternity leave and paternity/parternity-partner leave applied for within the deadline in accordance with the school's leave rules will not result in point deductions.

(五)喪假 7 日內不扣分，非直系親屬喪假以事假計算。

(5) Bereavement leave within 7 days will not result in point deductions; bereavement leave for non-immediate relatives will be calculated as personal leave.

(六)公假、校務行政假、防災防疫假、生理假、身心調適假不扣分。

(6) Official leave, school administration leave, disaster prevention and epidemic prevention leave, menstrual leave, and mental health/wellness leave will not result in point deductions.

(七)上課點名服儀未依規定經老師登錄者每次扣 0.5 分。

(7) Deduct 0.5 points each time a student's dress or grooming fails to meet regulations during roll call and is recorded by the instructor.

(八)學校重要集會以實際缺曠時數計算(超過半小時以 1 小時計算)。

(8) Absences from major university assemblies will be calculated based on the actual hours missed (absences of over half an hour will be counted as 1 hour).

二、獎懲：

2. Rewards and Punishments:

(一)嘉獎 1 次加 1 分；記功 1 次加 3 分；記大功 1 次加 9 分。

(1) Add 1 point for each commendation; add 3 points for each minor merit; add 9 points for each major merit.

(二)申誡 1 次扣 1 分;記過 1 次扣 3 分;記大過 1 次扣 9 分。

(2) Deduct 1 point for each warning; deduct 3 points for each minor demerit; deduct 9 points for each major demerit.

(三)遭退學處分者,以不及格計。

(3) Those penalized with expulsion/withdrawal will be graded as "Fail."

(四)開除學籍者,不予評定成績。

(4) Those whose student status is revoked will not have their grades evaluated.

三、凡有下列事實記錄之一者,其總成績不得列為優等(含)以上:

3. Any student with any of the following factual records shall not have their final grade classified as Very Good (or higher):

(一)當學期操行分數功過相抵後仍記大過 1 次以上。

(1) Having accumulated 1 or more major demerits during the semester, even after rewards and demerits are offset.

(二)曠課 8 小時以上。

(2) Having 8 or more hours of unexcused absences.

(三)有其他重大不良表現者。

(3) Having other major poor behavioral performance.

四、每學期全勤之學生加操行成績 3 分,校外實習學生不計算全勤加 3 分。全學期惟公假、喪假、產假、校務行政假、防災防疫假者,可列入全勤;有早退、遲到者不列入全勤計算。

4. Students with perfect attendance each semester will receive an additional 3 points to their conduct grade; off-campus internship students will receive an additional 3 points without calculating perfect attendance. Only those whose leaves during the semester are limited to official leave, bereavement leave, maternity leave, school administration leave, and disaster/epidemic prevention leave may be counted for perfect attendance; those with early departures or late arrivals will not be included in the perfect attendance calculation.

五、畢業時,第一名頒給操行成績優良獎,若因故無法畢業者,該獎項則依序遞補;畢業操行總成績為各學期操行分數平均後之實得分數,且達 82 分(含)基本分以上,其中計算期程為四技 8 學期、二技 4 學期、二專 4 學期、五專 10 學期、研究所 4 學期。

5. Upon graduation, the student with the highest rank will be awarded the Outstanding Conduct Grade Award. If they are unable to graduate for any reason, the award will be passed on to the next in line. The final graduation conduct grade is the actual average score of all semesters, which must meet the base score of 82 points (inclusive) or above. The calculation period consists of 8 semesters for four-year college programs, 4 semesters for two-year college programs, 4 semesters for two-year junior college programs, 10 semesters for five-year junior college programs, and 4 semesters for graduate programs.

第五條 / Article 5

為建立預警機制,小過以上之學生懲處及操行低於 68 分(含)、曠課超過 10 節(含)者,應通知家長或監護人、導師及輔導教官等有關單位。

To establish an early warning mechanism, for students receiving punishments of a minor demerit or above, those with conduct grades below 68 points (inclusive), or those with more than 10 hours (inclusive) of unexcused absences, notification shall be sent to their parents or guardians, class advisors, counseling military instructors, and other relevant offices.

第六條 / Article 6

學生操行成績核算作業由學務處生輔組完成初審，學生操行成績不及格者，期末送各導師確認，並經所系科主管核章後，提交期末學生獎懲委員會議審定。

The preliminary review of student conduct grades calculation is completed by the Student Life Guidance Section of the Office of Student Affairs. For students with failing conduct grades, the results will be sent to their respective class advisors for confirmation at the end of the semester, and upon approval and stamping by the heads of their graduate institutes, departments, or divisions, submitted to the end-of-semester Student Rewards and Punishments Committee Meeting for final determination.

第七條 / Article 7

經學生獎懲委員會決議定期察看之學生，當學期操行以 60 分起算，定期察看時效屆滿經會議決議註銷者，於次學期起以基本分數 82 分起算。

For students put on disciplinary probation by resolution of the Student Rewards and Punishments Committee, their conduct score for that semester will start at 60 points. If the probation period expires and is resolved to be cancelled by the committee, their conduct score will start from the base score of 82 points starting from the following semester.

第八條 / Article 8

學生缺曠請假應依學生請假規定期限內完成；獎懲有疑義者應依規定於申訴期限內完成；行善銷過者亦應依行善銷過實施要點之期限完成；本條規定皆為學期內應完成之成績。

Students' leave applications for absences must be completed within the time limit stipulated in the Student Leave Regulations. Any objections to rewards or punishments must be filed within the regulated appeal period. Community service for offsetting demerits must also be completed within the time limit of the Implementation Guidelines for Community Service to Offset Demerits. All regulations in this article refer to grades/records that must be completed within the current semester.

第九條 / Article 9

學生平時操行成績應隨時自行上網查閱，如對當學期各項操行成績有疑義者，應於二週內向學務處生輔組查證或處理，逾期不再受理。學期操行成績至次學期前二週即不再受理更改成績。

Students should check their daily conduct grades online at any time. Any objections regarding conduct grades of the current semester must be verified or processed with the Student Life Guidance Section of the Office of Student Affairs within two weeks, after which no applications will be accepted. Semester conduct grades will no longer accept any grade changes after the first two weeks of the following semester.

第十條 / Article 10

本辦法經行政會議及校務會議審議通過，陳請校長核定後公布實施，修定時亦同。These Regulations shall be passed by the Administrative Meeting and the University Council Meeting, and promulgated for implementation upon approval by the President. The same procedure shall apply to any amendments.

本規章負責單位：學生事務處生活輔導組

Responsible Department for these Regulations: Student Life Guidance Section, Office of Student Affairs