

國立高雄餐旅大學生獎懲辦法

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

85年4月23日第18次行政會議審議通過
Approved at the 18th Administrative Committee Meeting on April 23, 1996
91年4月11日第47次行政會議修正通過
Amended and approved at the 47th Administrative Committee Meeting on April 11, 2002
91年11月14日第68次行政會議修正通過
Amended and approved at the 68th Administrative Committee Meeting on November 14, 2002
93年11月25日第111次行政會議修正通過
Amended and approved at the 111th Administrative Committee Meeting on November 25, 2004
94年4月28日第121次行政會議修正通過
Amended and approved at the 121th Administrative Committee Meeting on April 28, 2005
97年5月15日第179次行政會議修正通過
Amended and approved at the 179th Administrative Committee Meeting on May 15, 2008
97年6月26日96學年度第2次校務會議修正通過
Amended and approved at the 2nd University Council Meeting of Academic Year 2007 on June 26, 2008
99年7月28日第224次行政會議修正通過
Amended and approved at the 224th Administrative Committee Meeting on July 28, 2010
99年9月16日第228次擴大行政會議修正通過
mended and approved at the 228th Expanded Administrative Committee 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)
Amended and approved at the 2nd Extraordinary University Affairs Meeting of the 1st Semester of the 99th Academic Year on November 4, 2010
(with authorization to standardize the university name).
99年12月23日99學年度第1學期第1次校務會議修正通過
Amended and approved at the 1st University Council Meeting of the 1st Semester of Academic Year 2010 on December 23, 2010
教育部100年1月17日臺訓(一)字第1000004941號函備查
Approved for future reference by the Ministry of Education in Letter Tai Xun (1) No. 1000004941 on January 17, 2011
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
Amended and approved at the 1st University Council Meeting of the 2nd Semester of Academic Year 2013 on June 19, 2014
教育部103年7月30日臺教學(二)字第1030107514號函備查
Approved for future reference by the Ministry of Education in Letter Tai Jiao Xue (2) No. 1030107514 on July 30, 2014
103年12月25日103學年度第1學期第1次校務會議通過(法規最末條文統一修正)
Approved at the 1st University Affairs Meeting of the 1st Semester of the 103rd Academic Year on December 25, 2014 (with standardized amendments to the final article of the regulations)
104年5月7日第327次行政會議修正通過
Amended and approved at the 327th Administrative Committee Meeting on May 7, 2015
104年6月18日103學年度第2學期第1次校務會議修正通過
Amended and approved at the 1st University Council Meeting of the 2nd Semester of Academic Year 2014 on June 18, 2015
教育部104年7月20日臺教學(二)字第1040095422號函備查
Amended and approved at the 1st University Council Meeting of the 1st Semester of Academic Year 2024 on June 18, 2024
105年8月10日本校第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)
Amended and approved at the 357th Administrative Meeting of the University on August 10, 2016 (with authorization to standardize and update unit names or job titles as necessary).
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)
Tai Jiao Ji (2) Zi No. 1060179646 (under the existing position titles and organization names) on December 13, 2017
113年12月11日第541次行政會議修正通過
Amended and approved at the 541th Administrative Committee Meeting on December 11, 2014
113年12月25日113學年度第1學期第1次校務會議修正通過
Amended and approved at the 1st University Council Meeting of the 1st Semester of Academic Year 2024 on June 18, 2024
教育部114年2月14日臺教學(二)字第1140005965號函備查
Approved for future reference by the Ministry of Education in Letter Tai Jiao Xue (2) No. 1140005965 on February 14, 2025
114年4月23日第549次行政會議修正通過
Amended and approved at the 549th Administrative Committee Meeting on April 23, 2025
114年6月18日113學年度2學期第1次校務會議修正通過
Amended and approved at the 1st University Council Meeting of the 2nd Semester of Academic Year 2024 on June 18, 2025
教育部114年8月5日臺教學(二)字第1140076594號函備查
Approved for future reference by the Ministry of Education in Letter Tai Jiao Xue (2) No. 1140076594 on August 5, 2025
114年8月27日第556次行政會議修正通過
Amended and approved at the 556th Administrative Committee Meeting on August 27, 2025
114年9月17日114學年度第1學期第1次臨時校務會議修正通過
Amended and approved at the 1st Extraordinary School Affairs Meeting of the 2025 Academic Year, 1st Semester on September 17, 2025.
教育部114年10月13日臺教學(二)字第1140106256號函備查
Approved for future reference by the Ministry of Education in Letter Tai Jiao Xue (2) No. 1140106256 on October 13, 2025

第一條 為鼓勵同學培養高尚之品德及優良之生活習慣，且富有責任感、公德心、榮譽心，期能建樹優良校風，特依據大學法第32條規定，定訂本辦法。

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.

第二條 本校學生獎勵或懲罰，除另有規定外，悉依本辦法處理。

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.

第三條 學生之獎勵分為獎品、獎牌、獎狀、禮品、獎金、嘉獎、小功、大功等。
Article 3. Student merits include trophies, medals, certificates, gifts, prize money, honorary mentions, minor merits, and major merits.

第四條 學生之懲處分為申誡、小過、大過、定期察看、退學、開除學籍。
Article 4. Student penalties include warnings, minor demerits, major demerits, fixed-term probation, expulsion, and stripping of academic standing.

第五條 獎勵事項如下：

Article 5. Behaviors to be awarded are as follows:

一、學生行為合於下列情形之一者，得核予嘉獎：

1 Under the following circumstances, students may be awarded honorable mentions:

(一) 樂心公益，服務努力，有優良成績者。

1.1 Students who have excellent performances for their warm-heartedness, enthusiastic volunteer spirits, hard-working attitudes, or excellent academic grades.

(二) 改過遷善，確實有事實可考者。

1.2 Students who have evidence to show that they have corrected their wrongdoings and reverted to good deeds.

(三) 參加或主辦校內活動成績優異者。

1.3 Students who participate or organize intramural activities and demonstrate excellent performance.

(四) 參加校內比賽成績優良者。

1.4 Students who perform excellently in intramural competitions.

(五) 參加校外比賽，成績優異者。

1.5 Students who perform excellently in extramural competitions.

(六) 獲得參與全國性比賽資格者。

1.6 Students who earn qualifications to participate in national competitions.

(七) 住宿生經常保持內務整潔者。

1.7 Dormitory residents who maintain the cleanliness and order of their dormitories.

(八) 捐血救人者。

1.8 Students who donate blood.

(九) 拾金(物)不昧者，且具有相當價值者。

1.9 Students who return lost money or property of high value.

(十) 勸勉同學向善或協助同學解危困，有具體事實者。

1.10 Students who have evidence to show that they exhort other students to perform good deeds or successfully help other students in trouble.

(十一) 愛護學校及公物有顯著事實者。

1.11 Students who have evidence to show that they cherish school or public properties.

(十二) 品行端正，足資示範者。

1.12 Students who possess moral characteristics and are qualified as role models.

(十三) 上下車扶持老幼及乘車讓座老弱婦孺，經當事人通報到校者。

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.

(十四) 經常保持服儀禮節優良，足為同學表率者。

1.14 Students who maintain excellent dress etiquette, appropriate manners, and proper grooming and are qualified as role models.

(十五) 參加重要活動，熱心服務，表現優良者。

1.15 Students who perform excellently in important activities or volunteer works.

(十六)擔任學生幹部，全學期熱心負責，有顯著績效者。

1.16 Students who, when serving as student representatives, demonstrate enthusiasm and responsibility throughout the whole semester and perform significantly.

(十七)協助或通報校內外學生安全狀況處理者。

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.

(十八)協助或推動環境保護、杜絕浪費，有具體事實者。

1.18 Students who assist in or promote environmental protection or waste reduction, as shown by evidence.

(十九)協助或推動智慧財產權保護，有具體事實者。

1.19 Students who assist in or promote intellectual property protection, as shown by evidence.

(二十)校外實習期間表現優良，有具體事實者。

1.20 Students who perform excellently in extramural internships, as shown by evidence.

(二一)有其它優良事績合於嘉獎者。

1.21 Students who have other excellent acts that are worthy of honorable mentions.

二、學生有下列情形之一者，予以記小功獎勵：

2 Under the following circumstances, students may be awarded minor merits:

(一)服行公勤成績特優者。

2.1 Students who perform excellently in public duties.

(二)參加本校制定之第二級國際性競賽、校內外正式比賽或地區比賽名列前茅者。

2.2 Participated in Level-2 international competitions designated by the university, or achieved top rankings in official on-campus or off-campus competitions or regional contests.

(三)參加全國性比賽，成績優異者。

2.3 Students who perform excellently in national competitions.

(四)獲得參與全國性比賽資格者。

2.4 Students who earn qualifications to participate in national competitions.

(五)具有見義勇、保護團體安全或敬老扶幼卹殘之具體事實，有助於社會優良風氣之發揚者。

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.

(六)擔任學生幹部或社團負責人，全學期熱心負責，有顯著績效者

2.6 Students who, when serving as representative of students or school clubs, demonstrate enthusiasm and responsibility throughout the whole semester and perform significantly.

(七)在校外實習或服務，表現優異，光大校譽者。

2.7 Students who perform excellently in extramural internships or volunteer works to enhance the school's reputation.

(八)校外行為有特殊表現優異，足以提昇校譽者。

2.8 Students who improve the school's reputation by engaging in excellent acts outside the school.

(九)協助或推動環境保護、杜絕浪費，績效優異者。

2.9 Students who perform excellently in assisting in or promoting environmental protection or waste reduction.

(十)扶助同學或他人，有事實證明，足資矜式者。

2.10 Students who deserve to be respected and are qualified as role models for

providing assistance to other people, as shown by evidence.

(十一)對特殊事故、偶發事件處置適當，獲得良好評價者。

2.11 Students who receive good evaluations by appropriately dealing with special situations or accidents.

(十二)拾金(物)不昧，且價值較大者。(價值 1 萬元以上至 10 萬元以內)

2.12 Students who return lost money or property worth NT\$10,000 to \$100,000.

(十三)協助或推動智慧產權財產保護，績效優異者。

2.13 Students who perform excellently in assisting in or promoting intellectual property protection.

(十四)檢舉違法經營賭博性電玩店，經查屬實者。

2.14 Students who report gambling arcades that are found to be illegally managed to the authorities.

(十五)有其它相當於上列情形者。

2.15 Students who engage in other conduct with similar merits as the aforementioned behaviors.

三、學生有下列情形之一者，予以記大功之獎勵：

3 Under the following circumstances, students may be awarded major merits:

(一)代表學校參加本校制定之第一級(10 個(含)國家以上)之國際性比賽成績優異者。

3.1 Students who represented the university in Level-1 international competitions designated by the university (with participation from 10 or more countries) and achieved outstanding results.

(二)揭發重大不法活動，經查明屬實者。

3.2 Students who report significant activities that are found to be illegal to the authorities.

(三)愛護學校，有事實表現，足以增進學校發展者

3.3 Students who cherish the school and promote its development, as shown by evidence.

(四)冒險犯難、捨己為人，堪為他人矜示者。

3.4 Students who are adventurous, courageous, or worthy role models for other people.

(五)代表學校參加本校制定之第一級國家中央部會主辦之全國性比賽名列第一名者。

3.5 First place in a nationwide competition hosted by a national central ministry, representing the university.

(六)在校期間，其行為有益於國家、民族、社會、學校者。

3.6 Students whose conduct benefits the country, the nation, the society, or the school.

(七)對課外活動各項服務，有優異之表現，因而提高校譽者。

3.7 Students who promote the school's reputation by performing excellently in extramural activities.

(八)參加愛國活動有特別優異成績表現者。

3.8 Students who participate in activities demonstrative of their love for the country and perform excellently.

(九)拾金或拾物不昧，價值重大者。(價值 10 萬元以上)。

3.9 Students who return lost money or property worth more than NT\$100,000.

(十)校外實習成績特別優良，足為他生示範者。

3.10 Students who perform excellently in extramural internships and are qualified as role models for other students.

(十一)其它相當於大功或特別獎勵者。

3.11 Students who engage in other conduct worthy of major merits or special awards.

第六條 懲罰事項如下：

Article 6. Behaviors to be penalized are as follows:

一、學生行為有下列情形之一者，得給予申誡處分：

1. Under the following circumstances, students may be reprimanded and given warnings:

(一)舉止輕浮、言行不檢，有失本校專業教育應具素養，情節較輕者。

1.1 Students who commit minor transgressions by violating the school's professionalism with frivolous and immoral manners.

(二)對同學施以無禮行為者。(對異性者加重處分)

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.

(三)擔任學生幹部為公服務不盡職責者。

1.3 Student representatives who do not fulfill the responsibilities or services required by their public duties.

(四)違反學生宿舍生活與管理相關規定，情節較輕者。

1.4 Minor violations of student dormitory living and management regulations.

(五)違反交通規則，情節輕者。

1.5 Students who commit minor traffic violations.

(六)不愛惜公物或擅自移動公物者。(損壞則照價賠償)

1.6 Students who do not take care of school property or remove school property without permissions. Students shall pay the full price for anything damaged.

(七)在公共場所隨意叫罵情節較輕者。

1.7 Students who cause minor disturbances by shouting in public places.

(八)無故規避團體活動與職責者，情節較輕者。

1.8 Students who commit minor transgressions by avoiding group activities or evading responsibilities without excuses.

(九)違反學生社團組織及名義，擅自對外行文者。

1.9 Students who send official communications extramurally in the names of the school's student organizations without permission.

(十)違反本校註冊實施規定，情節較輕者。

1.10 Students who commit minor transgressions of the school's registration regulations.

(十一)有違本校選課規定，情節較輕者。

1.11 Students who commit minor transgressions of the school's course enrollment regulations.

(十二)違反本校網路使用規範，情節輕者。

1.12 Students who commit minor transgressions of regulations concerning the use of Internet.

(十三)無正當理由，違反本校規定，逾期申辦學雜費減免、助學貸款，延宕全校作業者。

1.13 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.

(十四)校外賃居行為失當或干擾社區住戶安寧，初犯或情節較輕者，

1.14 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.

(十五)上課時間從事非課堂相關行為、聽課等，態度輕漫，經提醒仍不

知改正者。

- 1.15 Students who engage in behaviors not related to classes or show frivolous attitudes while classes are in session and are unrepentant after being reminded.
- (十六) 禮節不周、言行不檢或對他人言行粗魯，有失本校專業教育之學生應有儀態者。
- 1.16 Students whose etiquette is inappropriate, whose manners are frivolous, or whose manners toward others are rude, violating the school's professionalism.
- (十七) 破壞環境整潔，情節較輕者。
- 1.17 Students who commit minor transgressions by engaging in behaviors that detract from environmental cleanliness.
- (十八) 本校團體活動或重要集會態度輕漫或從事不相關之事務者。
- 1.18 Students whose attitudes are frivolous or who engage in irrelevant actions during the school's group activities or important meetings.
- (十九) 校內攜帶、閱讀不正當刊物或圖片者。
- 1.19 Students who bring inappropriate publications or pictures to school or read them in school.
- (二十) 各種車輛未依本校規定行駛或停放者。
- 1.20 Students who do not drive or park their vehicles in accordance with school regulations.
- (二一) 未依規定使用歸還校內設施或物品、證件者
- 1.21 Students who do not use or return campus facilities, possessions, or identification cards in accordance with school regulations.
- (二二) 於校園內從事推銷商品或非教學上必要之其他商業行為，情節較輕者。
- 1.22 Students who commit minor transgressions by selling merchandise or engaging in other commercial activities that are academically irrelevant on campus.
- (二三) 有其他相當於上列情事者。
- 1.23 Students who commit similar transgressions as the aforementioned behaviors.

二、學生有下列情形之一者，予以記小過處分：

2. Under the following circumstances, students may be reprimanded and given minor demerits:
- (一) 違反刑事法律，其情節較輕，有悔改實情者。
- 2.1 Minor offences against the Criminal Law, but with remorse.
- (二) 對師長態度傲慢或涉及毀謗者。
- 2.2 Students who behave arrogantly toward faculty members or commit defamation.
- (三) 惡意攻訐同學或助長同學間之糾紛者。
- 2.3 Students who maliciously criticize other students or purposely exacerbate disputes among students.
- (四) 挑撥離間，惹事生非，造成同學發生衝突者。
- 2.4 Students who cause disputes among other students by sowing discord among them and stirring up troubles.
- (五) 破壞團體秩序者。
- 2.5 Students who jeopardize order among groups.
- (六) 違反學生宿舍生活與管理相關規定，情節較重者。
- 2.6 Violations of student dormitory life and management regulations with more serious circumstances.
- (七) 假托事故，圖免公勤或缺席重大集會，情節較輕者。
- 2.7 Students who commit minor transgressions by making up excuses to avoid public duties or important meetings.

- (八) 未經核定及未於規定場所張貼海報，經勸導仍不改正者。
2.8 Unauthorized poster posting or posting in unapproved locations, with failure to rectify despite guidance.
- (九) 未經同意拿取他人物品或進入、窺視電子或相類似設備之內容者。
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.
- (十) 造假或欺騙情事，情節較輕者。
2.10 Students who commit minor transgressions by engaging in fraudulent and deceptive practices.
- (十一) 在校內、外行為不當，經調查屬實者，有違社會安寧或安全，情節較輕者。
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.
- (十二) 拾金不報，佔為己有者。
2.12 Students who fail to inform the authorities of the lost money that they find and take possession of the money.
- (十三) 翻越圍牆或窗戶進出校區、宿舍、教室者。
2.13 Students who climb over the school wall or windows to enter or leave the campus, dormitories, or classrooms.
- (十四) 妨害團體整潔或公共衛生者。
2.14 Students who detract from the overall environmental cleanliness and public hygiene.
- (十五) 違反性別平等教育法第三條規定之校園性別事件，經本校性別平等教育委員會調查屬實，情節較輕，決議提出處分建議者。
2.15 Minor campus gender incident under Article 3 of the Gender Equity Education Act, confirmed by the university Gender Equity Education Committee, with recommended disciplinary measures.
- (十六) 嚴重違反學生社團組織及活動規則者。
2.16 Students who commit serious transgressions of regulations governing student clubs' organizations and activities.
- (十七) 違犯交通規則，情節較重者。
2.17 Students who commit more serious transgressions of traffic laws.
- (十八) 侵犯他人智慧財產權，情節較輕者。
2.18 Students who commit minor transgressions by violating others' intellectual property rights.
- (十九) 對師長、同學施予危險動作或校(內)外同學偶然互(鬥)毆，先行出手者
2.19 Students who put faculty members and other students in danger or who initiate fights with other students on- or off-campus.
- (二十) 違反本校網路使用規範，情節較重者。
2.20 Students who commit more serious transgressions of regulations concerning the use of the Internet.
- (二一) 非教學或其他合理之必要，攜帶菸、酒、檳榔、麻將等違禁品進入校園使用者
2.21 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.
- (二二) 違反本校註冊實施規定，情節較重者
2.22 Students who commit major transgressions of the school's registration regulations.
- (二三) 未經核准在校區內燃放爆竹、煙火等危險物品者。
2.23 Students who set off dangerous explosives such as firecrackers or fireworks on campus without permissions.

(二四)於校園內從事推銷與教學無關商品、直銷或其他商業行為，情節較重，未影響他人權益者。

2.24 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.

(二五)冒用或竊用他人識別證，情節較輕者。

2.25 Students who commit minor transgressions by fraudulently using or stealing other people's identification cards.

(二六)違反本校「校外實習請假及獎懲要點」，經本校校外實習輔導委員會認定情節較輕，決議應予處分者。

2.26 Minor violation of the university's 'Off-Campus Internship Leave and Discipline Guidelines,' confirmed by the Off-Campus Internship Advisory Committee, with recommended disciplinary measures.

(二七)有校園霸凌之行為，經校園霸凌防制委員會調查屬實，情節較輕，決議提出處分建議者。

2.27 Minor campus bullying incident confirmed by the Campus Bullying Prevention Committee, with recommended disciplinary measures.

(二八)其他不正當行為符合上列之情形者。

2.28 Students who commit similar transgressions as the aforementioned behaviors.

三、學生有下列情形之一者，予以記大過處分：

3. Under the following circumstances, students may be reprimanded and given major demerits:

(一)違反刑事法律，其情節較重，有悔改實情者。

3.1 Major offences against the Criminal Law, but with remorse.

(二)妨礙教職員或同學執行公務者。

3.2 Students who obstruct the staff's or other students' performance of official duties.

(三)公然煽惑同學曠課，參加未經學校核准之活動者

3.3 Students who openly encourage other students to cut classes or to participate in activities not approved by the school.

(四)校內非課程需要飲酒、嚼檳榔等行為，影響安寧、秩序或環境衛生者。

3.4 Students who disturb the peace, order, or environmental hygiene by drinking alcoholic beverages or chewing betel nut when not required by classes.

(五)違反學生宿舍生活與管理相關規定，情節重大者。

3.5 Violations of student dormitory life and management regulations with major severity.

(六)為他人作不實之證明或刻意隱瞞，而影響調查或公共利益者。

3.6 Students who hinder investigations or public interests by giving false testimony or purposely hide the truth.

(七)賭博(校內非課程需要)或留連不良場所(如：電動玩具場所、色情場所或其他類似場所等)，足以影響身心、生活、學習狀況，有具體事實者。

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.

(八)經常違背學校規定累計(記)小過達3次(含)以上，屢勸無效者。

3.8 Has accumulated three or more minor demerits for repeated violations of school regulations, despite repeated counseling.

(九)假借名義，從事不正當活動，影響學校(他人)名譽或利益者。

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.

(十)酗酒滋事，有辱校譽者

- 3.10 Students who degrade the school's reputation by abusing alcohol and causing trouble.
- (十一)違反本校「校外實習請假及獎懲要點」，經本校校外實習輔導委員會認定情節較重，決議應予處分者。
- 3.11 Serious violation of the university's 'Off-Campus Internship Leave and Discipline Guidelines,' confirmed by the Off-Campus Internship Advisory Committee, with recommended disciplinary measures.
- (十二)有校園霸凌之行為，經校園霸凌防制委員會調查屬實，情節較重，決議提出處分建議者。
- 3.12. Serious campus bullying incident confirmed by the Campus Bullying Prevention Committee, with recommended disciplinary measures.
- (十三)持用偽(變)造之通行證或強行將汽(機)車駛入校內者。
- 3.13 Students who own falsified or modified parking permits or who drive their vehicles on campus without consent.
- (十四)國內(外)實習、海外參訪或校外教學(活動)時，違反規範或行為影響整體行程，侵害他人或公眾權益者。
- 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.
- (十五)故意或惡意損毀他人機(腳)踏車者。(損毀他人之機(腳)踏車則照價賠償)。
- 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.
- (十六)校外飆車者。
- 3.16 Students who engage in street racing off-campus.
- (十七)侵犯他人智慧財產權，情節較重者。
- 3.17 Students who commit more serious transgressions by violating others' intellectual property rights.
- (十八)校園內抽菸。
- 3.18 Students who smoke on campus.
- (十九)違反本校網路使用規範，情節重大者。
- 3.19 Students who commit major transgressions of regulations governing the use of the Internet.
- (二十)考試舞弊者。
- 3.20 Students who cheat on exams.
- (廿一)違反性別平等教育法第三條規定之校園性別事件，經本校性別平等教育委員會調查屬實，情節較重，決議提出處分建議者。
- 3.21 Serious campus gender incident under Article 3 of the Gender Equity Education Act, confirmed by the university Gender Equity Education Committee, with recommended disciplinary measures.
- (廿二)惡意批評或侮辱師長者
- 3.22 Students who maliciously criticize or humiliate faculty members.
- (廿三)以不正當手段，於校園內從事推銷商品、直銷或其他商業行為，已違反或傷害他人權益，情節較重者。
- 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.
- (廿四)有其他不正當行為相當於上列之情形者
- 3.24 Students who commit similar transgressions as the aforementioned behaviors.

四、學生有下列情形之一者，予以定期察看：

4. Students who meet any of the following conditions may be subject to regular disciplinary observation.

- (一)違反刑事法律，其情節較重者
 - 4.1 Major offences against the Criminal Law.
- (二)擅自撕毀或塗改校內公告及其他公用表冊文件者。
 - 4.2 Students who tear up or alter public notices, lists, or documents on campus without permission.
- (三)惡意批評或侮辱師長者。
 - 4.3 Students who maliciously criticize or humiliate faculty members.
- (四)凌辱同學或工友、警衛者。
 - 4.4 Students who bully other students, maintenance workers, or security guards.
- (五)要挾師長遂其意願或威脅恐嚇危及師長人身安全者。
 - 4.5 Students who blackmail faculty members to fulfill their own wishes or who threaten to physically hurt faculty members.
- (六)惡意違反法令或學校規章，導致學校教育目的、秩序維護堪慮者。
 - 4.6 Students who jeopardize the school's educational purposes or order by purposely violating laws or school regulations.
- (七)記滿兩大過兩小過者。
 - 4.7 Students who receive two major and two minor demerits.
- (八)私自冒簽師長姓名或偽刻師長印章深知悔悟獲得師長原諒者。
 - 4.8 Students who are repentant and forgiven by faculty members for forging faculty members' signatures or seals.
- (九)請同學冒名頂替代考者或代替同學考試者。
 - 4.9 Students who ask other students to take exams on their behalf or who take exams for other students.
- (十)犯有重大過失，導致損害於他人、公眾或學校利益者。
 - 4.10 Students who damage the interests of other people, the public, or the school by committing major transgressions.
- (十一)學期操行成績不及格，但未有重大犯行，得於學生獎懲委員會決議予以定期察看者，惟須於學生獎懲委員會召開會議結束後，次日起兩週內完成改過遷善，方符「定期察看」資格。若期限內無法完成，則逕依本辦法第六條第一項第五款第十二目辦理。
 - 4.11 Students with a failing semester conduct grade but no serious offenses may be placed under regular observation by the Student Awards and Disciplinary Committee, provided they complete corrective actions within two weeks after the Committee's meeting. Failure to do so will result in proceedings under Article 6, Paragraph 1, Subsection 5, Item 12 of these Regulations.
- (十二)其他相當於以上各款情事者。
 - 4.12 Students who commit similar transgressions as the aforementioned behaviors.

五、學生有下列情形之一者，予以退學之處分：

5. Under the following circumstances, students may be expelled:

- (一)有違反政府法令規章之行為，足以影響學校教育宗旨、社會秩序或公共利益者。
 - 5.1 Students who violate governmental laws or regulations to the extent of jeopardizing the school's educational purposes, social order, or public interests.
- (二)參加校外非法組織或團體者。
 - 5.2 Students who participate in illegal extramural organizations or groups.
- (三)校內(外)同學約定互(鬥)毆或偶然互(鬥)毆，先行出手，情節重大者。
 - 5.3 Students who commit major transgressions by engaging in planned fights or by initiating spontaneous fights.
- (四)撕毀、塗改或刪除學校佈告、公文，影響學校教育(教學)目的

或公眾利益者。

- 5.4 Students who jeopardize the school's educational purposes or public interests by tearing up, altering, or destroying public notices or official letters.
- (五) 傷害他人身體，情形嚴重者。
- 5.5 Students who commit major transgressions by physically hurting other people.
- (六) 有竊盜之行為，情節重大者。
- 5.6 Students who commit major transgressions by engaging in thefts or robberies.
- (七) 侵吞公有財物，情節重大者。
- 5.7 Students who commit major transgressions by engaging in the embezzlement of public property.
- (八) 犯行經法院一審判決確定有罪者。
- 5.8 Students who commit crimes and receive guilty verdicts in the first instance.
- (九) 在定期察看期間，再犯小過以上處分者或申誡處分累計三次(含)以上者亦同。
- 5.9 Students under regular observation who commit additional minor or more serious offenses, or accumulate three or more reprimands, will be subject to the same procedure.
- (十) 為個人或少數人之利益，而嚴重危害他人或學校利益者。
- 5.10 Students who seriously jeopardize the interests of other people or the school for the benefit of themselves or a minority of people.
- (十一) 偽造文書或冒用他人印章，情節嚴重者
- 5.11 Students who commit major transgressions by engaging in forgery or using other people's seals.
- (十二) 學期操行成績不滿 60 分者
- 5.12 Students who receive conduct grades of less than 60 points.
- (十三) 建立色情、賭博或暴力網站，或其他利用網站從事不法行為，情節重大，影響他人、社會秩序或善良風俗者。
- 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.
- (十四) 施用、持有、注射毒品，或教唆、鼓勵他人為上列行為者
- 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.
- (十五) 聚眾要挾或鼓動罷課或其他非法行為，導致影響教學實施與教育目的者。
- 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.
- (十六) 違反本校「校外實習請假及獎懲要點」，經本校校外實習輔導委員會認定情節重大，決議應予處分者。
- 5.16 Serious violation of the university's 'Off-Campus Internship Leave and Discipline Guidelines,' confirmed by the Off-Campus Internship Advisory Committee, with recommended disciplinary measures.
- (十七) 違反性別平等教育法第三條規定之校園性別事件，經本校性別平等教育委員會調查屬實，情節重大，決議提出處分建議者。
- 5.17 Serious campus gender incident under Article 3 of the Gender Equity Education Act, confirmed by the university Gender Equity Education Committee, with recommended disciplinary measures.
- (十六) 其他相當於以上各款情事者。
- 5.18 Students who commit similar transgressions as the aforementioned

behaviors.

六、學生有下列情形之一者，予以開除學籍之處分：

6. Under the following circumstances, students may be stripped of academic standing:

(一) 新生入學考試如有舞弊或其所繳入學【或學歷(力)】證件有偽造、假借、塗改情事者。

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.

(二) 意圖販賣而持有、運輸及販賣毒品者。

6.2 Students who transport or sell illegal drugs or who possess illegal drugs with the intention of selling them.

(三) 其他相當於以上各款情事者。

6.3 Students who commit similar transgressions as the aforementioned behaviors.

第七條 學生獎懲之權責及程序，按下列規定辦理：

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

一、學生優劣之事蹟，全校教職員工均得建議獎懲。對於學生之懲處，應審酌學生行為動機與目的、所受刺激、所使用手段、生活狀況、品行、智識程度、與被害人之關係、違反義務程度、所生之危險與損害、犯後態度等，審酌個案具體情形，予以認定事實，適用法規；以學生最大利益及法律比例原則，為懲處之建議或決議懲處之種類與輕重。

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.

二、班級幹部獎懲由導師建議，其他幹部由業務承辦單位建議，一般活動獎懲由活動承辦單位建議，以避免重複建議之情形。

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.

三、記小功(含)、小過(含)以下獎懲，由學務長核定後公布之

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.

四、記大功(含)、大過(含)以上者，經學生獎懲委員會決議，陳請校長核准後公布之。

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.

五、定期察看：視同記大過兩次、小過兩次，其處理規定如下：

5. Regular Observation: Considered equivalent to two major demerits and two minor

demerits; the procedures for handling are as follows:

(一) 定期察看學生必須填具悔過書，並由該生家長書面保證，方得註冊或繼續上學。

5.1 Students on regular observation must submit a written self-reflection and obtain a written parental guarantee before registration or continuation of studies.

(二) 定期察看時限以學生獎懲委員會決議之當學期及次學期為原則，期間操行成績以 60 分起算；操行分數依期間之操行加扣分標準予以記錄。

5.2 Regular observation generally spans the current and next semester as determined by the Student Awards and Disciplinary Committee. Conduct scores start at 60 and are adjusted according to the applicable conduct scoring standards during this period.

(三) 定期察看如記有小過之處分者即退學，申誠累計 3 次(含)以上者亦同。

5.3 Under regular observation, students receiving a minor demerit or accumulating three or more reprimands shall be expelled.

(四) 定期察看期滿能改過遷善表現良好者，經過所系科務會議通過，得提報學生獎懲委員會終止原處分。惟得視其改過自新情形，縮短或延長其時限。

5.4 Students who show satisfactory improvement by the end of the regular observation period may have their original disciplinary action terminated with departmental approval and confirmation by the Student Awards and Disciplinary Committee. The observation period may be adjusted based on the student's progress.

(五) 定期察看終止之後，其操行成績恢復 82 分之基準。

5.5 Upon completion of regular observation, the student's conduct grade is reset to the standard score of 82.

六、校外實習學生之獎懲依校外實習規定辦理，記大功(含)、大過(含)以上者，經校外實習輔導委會審查，審查結果移學生獎懲委員會決議，陳請校長核准後公布之。

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.

七、學生各項獎勵標準依據「學生具體表現獎勵次數參考對照表」。

7. Students are awarded in accordance with the Reference Table of the Number of Awards for Student Behaviors.

附表 1：「學生參加國際性競賽」具體表現獎勵次數參考對照表。

Appendix 1: Reference Table for Student Awards in International Competitions.

附表 2：「學生參加國內性競賽、公勤(益)服務」具體表現獎勵次數參考對照表。

Appendix 2: Reference Table for Student Awards in Domestic Competitions and Community/Volunteer Service.

八、學生對於學校之獎懲處分，認為有違法或不當並損及其個人權益者，得依學校申訴辦法之規定，向學校申訴評議委員會提出申訴。

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.

第八條 第八條本辦法經行政會議、校務會議通過，陳請校長核定後公告實施，並報教育部備查，修正時亦同。

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

Responsible Unit for These Regulations: Student Affairs Office, Student Life Guidance Section

國立高雄餐旅大學 學生獎懲辦法第七條第一項第七款 附表 1

學生「參加國際性競賽」具體表現獎勵次數參考對照表

各類競賽獎勵標準

項次	獎勵項目/獎勵標準	冠軍 (金牌、第 1 名)	亞軍 (銀牌、第 2 名)	季軍 (銅牌、第 3 名)	殿軍 (優勝)	第 5 名 (佳作)	第 6 名
1	代表學校參加 第一級國際性【10 個(含)國家以上】 競賽	個人或團體 大功 2 次	個人或團體 大功 1 次 小功 2 次	個人或團體 大功 1 次 小功 1 次	個人或團體 大功 1 次	個人或團體 小功 2 次	個人或團體 小功 1 次
依據學生獎懲辦法條款		5.1.3.1				5.1.2.2	
2	代表學校參加 第二級國際性【5 個(含)國家以上】 競賽	個人或團體 小功 2 次 嘉獎 2 次	個人或團體 小功 2 次 嘉獎 1 次	個人或團體 小功 2 次	個人或團體 小功 1 次 嘉獎 2 次	個人或團體 小功 1 次 嘉獎 1 次	個人或團體 小功 1 次
依據學生獎懲辦法條款		5.1.2.2					

附
記

- 第一級國際競賽參賽組別之參賽國家數須達十國以上(不含地區)，包括下列項目：**
 - 國際技能競賽 (World Skills Competition, WSC, 二年一次)：麵包製作、西餐烹飪、西點製作、餐飲服務、旅館接待 (旅館服務)
 - 盧森堡國際廚藝大賽 (二年一次)
 - IKA 奧林匹克廚藝大賽 (德國, 四年一次)
 - UIBC International Competition for Young Bakers (法國里昂, 二年一次)
 - Mondial du Pain 世界麵包大賽 (法國, 二年一次)
 - 英國 ICHF (INTERNATIONAL CRAFT & HOBBY FAIR LTD.) 主辦『Cake International Competition』
- 第二級國際競賽參賽組別之參賽國家數須達五個(含)國家以上(不含地區)，包括下列項目：**
 - FHA 國際廚藝大賽 (新加坡, 廚藝亞運會, WACS 世界廚師總會主辦, 二年一次)
 - International Bakery Cup「Bread in the City」城市麵包大賽 (義大利, 二年一次)
 - Juniors Pastry World Cup 義大利青年西點世界盃 (二年一次)
 - 新加坡青年西點世界盃亞洲選拔賽 (新加坡, 二年一次)
 - HOFEX 香港國際美食大獎 (二年一次)
 - FHC 中國 (上海) 國際廚藝競賽 (WACS 主辦, 每年)
 - TUCC 泰國極限廚師挑戰賽 (每年)
 - FHM 馬來西亞吉隆坡廚藝競賽 (二年一次)
 - 馬來西亞檳城國際廚藝大賽 (二年一次)
 - 韓國 WACS 國際餐飲廚藝大賽 (首爾)
 - Jeju Local Cuisine Competition 韓國濟洲 (WACS 主辦)
 - Busan Marina Chef Challenge 韓國釜山 (WACS 主辦)
 - The Salon Culinaire 國際賽 Indonesia 印度尼西亞 (WACS 主辦)
 - 澳洲 Australian Cake Artists & Decorators Association (ACADA) 主辦之『The Ultimate Australian Cake & Cookie Decorating Competition』
 - SHF 首爾國際廚藝烹飪挑戰賽 (WACS 主辦, 每年)
 - 韓國 AFA 世界廚藝大賽 (每年)
 - 韓國 SFH 烹飪挑戰賽 (每年)
 - 馬來西亞 WCC 世界金廚國際大賽 (每年)
- 本表「參加各類競賽獎勵標準」第 1 項依校外各類競賽予以記大功(含)以上獎勵者，須檢附本校「國際性(全國性)比賽獲獎學生建議記大功獎勵名冊」及相關競賽績優之證明，以為學生獎懲委員會獎勵審酌之參考。
- 表內「依據學生獎懲辦法條款」欄位中有 5.1.3.1 等數字係指第 5 條第 1 項第 3 款第 1 目，特予說明。
- 其他未予表列之國際性競賽項目，符合獎勵者悉依本表(附表 1)獎勵標準申請送審之。

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國立高雄餐旅大學 學生獎懲辦法 第七條第一項第七款 附表 2

學生「參加國內性競賽、公勤(益)服務」具體表現獎勵次數參考對照表							
各類競賽獎勵標準							
項次	獎勵項目/獎勵標準	冠軍 (金牌、第1名)	亞軍 (銀牌、第2名)	季軍 (銅牌、第3名)	殿軍 (優勝)	第5名 (佳作)	第6名
1-1	代表學校參加 第一級國家中央部會主辦 之競賽	個人或團體 大功1次	個人或團體 小功2次 嘉獎1次	個人或團體 小功2次	個人或團體 小功1次 嘉獎2次	個人或團體 小功1次 嘉獎1次	個人或團體 小功1次
依據學生獎懲辦法條款		5.1.3.5		5.1.2.2			
1-2	代表學校參加 第二級各縣市政府主辦 之競賽	個人或團體 小功2次 嘉獎1次	個人或團體 小功2次	個人或團體 小功1次 嘉獎2次	個人或團體 小功1次 嘉獎1次	個人或團體 小功1次	個人或團體 嘉獎2次
依據學生獎懲辦法條款		5.1.2.2					5.1.1.5
1-3	代表學校參加 地區性 競賽	個人 小功2次	若干人或團體 小功1次	若干人或團體 嘉獎2次	若干人或團體 嘉獎1次	若干人或團體 嘉獎1次	
依據學生獎懲辦法條款		5.1.2.2		5.1.1.5			
1-4	代表 所、系、科、學程 班級、社團或個人參加 校內、外活動 競賽	個人或團體 小功1次	若干人或團體 嘉獎2次	若干人或團體 嘉獎1次	若干人或團體 嘉獎1次		
依據學生獎懲辦法條款		5.1.2.2		5.1.1.4、5.1.1.5			
公勤(益)服務學期獎勵標準							
項次	獎勵項目	獎勵	首功(主辦)	次功(協辦)	再其次(協助)		
2-1	班級績優幹部 學期獎勵標準		1-3人 小功1-2次	1-5人 小功1次	若干人 嘉獎1-2次		
依據學生獎懲辦法條款		5.1.2.6		5.1.1.1			
2-2	學生自治組織績優幹部		1-3人 小功1-2次	若干人 小功1次	若干人 嘉獎1-2次		
依據學生獎懲辦法條款		5.1.2.6、5.1.2.15		5.1.1.1、5.1.1.16			
2-3	學生宿舍績優自治幹部		1-3人 小功1-2次	若干人 小功1次	若干人 嘉獎2次		
依據學生獎懲辦法條款		5.1.2.6、5.1.2.15		5.1.1.1			
2-4	社團績優人員		1-2人 小功1-2次	1-3人 小功1次	若干人 嘉獎1-2次		
依據學生獎懲辦法條款		5.1.2.6		5.1.1.1			
2-5	依據 5.1.1.1(樂心公益)或 5.1.1.3(參加或主辦校內活動)及 5.1.2.1(服行公勤)		1人小功2次	若干人小功1次	若干人嘉獎1-2次		
依據學生獎懲辦法條款		5.1.2.1		5.1.1.1、5.1.1.3			
附記	1. 國家中央部會主辦之競賽，參賽隊伍須達十五隊以上。 2. 各縣市政府主辦之競賽，參賽隊伍須達十隊以上。 3. 本表「參加各類競賽獎勵標準」第1項依校外各類競賽予以記大功(含)以上獎勵者，須檢附本校「國際性(全國性)比賽獲獎學生建議記大功獎勵名冊」及相關競賽績優之證明，以為學生獎懲委員會獎勵審酌之參考。 4. 表內「依據學生獎懲辦法條款」欄位中有 5.1.2.6 等數字係指第5條第1項第2款第6目，特予說明。						

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