

# Ming Chuan University Student Merit and Demerit Procedures

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## **Chapter 1 General Provisions**

**Article 1** In order to nurture diligence in studies, promote effective study habits, and provide a model of good behavior for students, a reward and punishment system has been established in accordance with Article 32 of the University Act.

**Article 2** All matters related to reward and punishment must be dealt with in accordance with these procedures. Other matters not covered in these procedures will be dealt with in accordance with other relevant laws and university regulations.

**Article 3** Students who demonstrate excellent performance in their studies or excellent behavior that comply with Article 5 to Article 7 of this regulation will be awarded a merit. There are four levels of merit:

1. Recognition.
2. 2<sup>nd</sup> Level Merit.
3. 1<sup>st</sup> Level Merit.
4. Awards: Certificate, Plaque, Banner or Medal of Meritorious Performance.

**Article 4** Students who have behaved badly or disobey the university's rules that comply with Article 8 to Article 12 of this regulation will be disciplined. There are seven levels of punishment:

1. Reprimand
2. 2<sup>nd</sup> Level Demerit.
3. 1<sup>st</sup> Level Demerit.
4. Two 1<sup>st</sup> Level Demerits, two 2<sup>nd</sup> Level Demerits, two reprimands and observation.
5. Suspension.
6. 2<sup>nd</sup> Level Expulsion.
7. 1<sup>st</sup> Level Expulsion.

**Article 5** The 1st level Merit or Award of Merit will be presented if students have accomplished any of the following:

1. Participated in a nation-wide competition and have won first place (501).
2. Have won a special prize for the university (502).
3. Have provided significant assistance in preventing or dealing with a serious on-campus

disaster or accident (503).

4. Have prevented illegal activities from occurring in the nation, society or the university, or have prevented a bad situation from worsening (504).
5. Have made a particularly outstanding performance as a leader of a student club or a class (505).
6. Have made some other similarly excellent contribution (506).

**Article 6 One or two 2<sup>nd</sup> Level Merits will be presented if students have accomplished any of the following:**

1. Have enthusiastically taken responsibility for official projects and produced outstanding results (601).
2. Have made an outstanding performance in on- or off-campus competitions (602).
3. Have represented the university well in outside service or activities (603).
4. Have encountered unexpected events, and have dealt with them in an appropriate way, achieving a good outcome (604).
5. Have done an outstanding job as a leader in a student club or in a class (605).
6. Have shown other similar outstanding behavior (606).

**Article 7 One or two Recognitions will be given if students have accomplished any of the following:**

1. Have enthusiastically taken responsibility for official projects (701).
2. Have made a good performance in on- or off-campus competitions (702).
3. Have performed well in extracurricular activities (703).
4. Have assisted or shown kindness to classmates or in public events (704).
5. Have maintained classrooms or cleaned the campus in a responsible manner (705).
6. Have shown other good behavior (706).

**Article 8 One or two Warnings will be issued if students done any of the following:**

1. Have demonstrated a lack of responsibility as a leader or in providing services to university (801).
2. Have demonstrated a lack of principle in public behavior or have spoken inappropriately in public (802).
3. Have failed to follow or attempted to disrupt the order of lectures (803).
4. Have not attended or have not participated in designated extracurricular activities (804).
5. Have been absent without leave from class meetings or assembly meetings (805).  
(Evidence must be presented for special leave or sick leave absences to be excused.)
6. Have left classes early without proper reason (806).
8. Have failed to adjust a mistake in leave request within the allotted time period (807).
9. Have shown dishonesty in attendance taking (808).
10. Have lacked initiative in maintaining classroom cleanliness (809).
11. Have disobeyed the Traffic Control Rules (810).
12. Have disobeyed Item 6, Clause 1 of the Procedures for Managing Student Dormitories

(811).

**Article 9 One or two 2<sup>nd</sup> Level Demerits will be issued if students do any of the following:**

1. Have shown disrespect to or not heeded the instructions of instructors and elders (901).
2. Have brought gambling games on campus (902).
3. Have posted advertising flyers, comics or slogans on campus without permission of the university (903).
4. Have contributed to an unsightly or unsanitary environment by hanging up flyers, cartoons, slogans and not removing them at the appointed time (904).
5. Have given false reasons in applying for leave (905).
6. Participates in unapproved campus organizations and activities, gives inappropriate speech(es) that would damage the reputation of Ming Chuan University. (906).
7. Have been absent without leave at a work-study job offered by the university (907).
8. Have distorted facts or spread rumors which have resulted in harm to others' reputations (908).
9. Have purposely damaged public facilities (909).
10. Have improperly used the Student Identification Card or loaned it to others (910).
11. Disobeying the following examination rules is considered as cheating:
  - (1) Have or pass along anything, even non-exam related items, such as books, handouts, notes, pamphlets, papers, phones or other telecommunication devices; have placed any of the abovementioned inside the desk drawer or near the desk during an exam. (91A)
  - (2) Carry or place any equipment or devices that can interfere with normal exam process are considered as cheating. (91B)
  - (3) Not follow the instructions of exam proctors or supervisors, thus influencing order during the exam process. (91C)
  - (4) Attempt to look on others' answer sheet(s) or expose their own answer sheet for others to look on. (91D)
12. Have driven onto campus without a permit (912).
13. Have refused to pay required fees without providing reasonable excuses (913).
14. Have smoked in prohibited areas (914).
15. Have disobeyed Student Club Officer Election Rules (915).
16. Cannot properly account for club or class public funds, or have managed funds irresponsibly or improperly (916).
17. Have been late for or absent from an important ceremony or meeting (917).
18. Have attended class for other persons or have had other persons attend class for them (918).
19. Have disobeyed Item 6, Clause 2 of the Procedures for Managing Student Dormitories (919).
20. Have consumed alcohol on campus (920).
21. Have improperly used fire with or without the permission of university (such as burning

flammable materials, setting off firecrackers or fireworks) or use of prohibited electronic appliances (921).

22. Have slightly violated intellectual property rights (922).

**Article 10 A 1<sup>st</sup> Level Demerit will be issued if students have done any of the following:**

1. Disobeying the following examination rules is considered as cheating:
  - (1) Carry or pass along anything, even non-exam related items, such as books, handouts, notes, pamphlets, papers, or phones or other telecommunication devices are considered cheating; have placed any of the abovementioned items onto the desk during the exam process. (A1A)
  - (2) Talk with another or use body language to convey ideas (However, if the other person does not respond, that person will not be punished). (A1B)
  - (3) Not heed the first warning of the exam proctor and/or supervisor such that exam order is disrupted, and the situation is not improved after the warning. (A1C)
2. Have fought with classmates (A12).
3. Have conducted surveys, or posted advertising flyers, comics or slogans on campus without permission of the university (A13).
4. Have invited people from off campus to attend on-campus activities or do business on campus without the university's approval (A14).
5. Have behaved improperly and negatively affected the university's reputation (A15).
6. Represents Ming Chuan University without official approval to participate in any kind of off-campus activities or gatherings and violates national laws such as to damage the reputation of Ming Chuan University. (A16).
7. Uses the university's name and clubs to host activities and negatively impacts the reputation of Ming Chuan University. (A17).
8. Have purposely disobeyed classroom rules or rules concerning university facilities (A18).
9. Have cooked without approval in the university's public areas such as classrooms, hallways, student activity centers or dormitories (cooking utensils will be confiscated) (A19).
10. Have disobeyed Item 6, Clauses 3 and 4 of the Procedures for Managing Student Dormitories (A20).
11. Illegally attacks or hacks into the university's computer information network and security related hardware equipment and software programs; violates the university's information network regulations (mild violations). (A21).
12. Have violated intellectual property rights (A22).
13. Have sexually harassed faculty members, staff members, students, or others (A23).
14. Have used fraud, pressure or other illegal measures to induce staff or student to participate in direct sales, or other business affairs (A24).
15. Have been found to be drunk more than once (A25).
16. Have been found to be drunk and causing trouble on or off campus and have

- negatively affected the university's reputation (A26).
17. Have been found gambling or stealing (A27).
  18. Have insulted others or have inaccurately accused others, negatively affecting other's reputation (A28).
  19. Have gone to an inappropriate, illegal, or immoral place and negatively affected the university's reputation (A29).
  20. Have violated national law and been sentenced due to unlawful behavior, or been placed on probation (A30).

**Article 11 Two 1<sup>st</sup> Level Demerits, two 2<sup>nd</sup> Level Demerits, two warnings and observation will be issued if student has done any of the following or encountered the following situations:**

1. Disobeying the following examination rules is considered as cheating:
  - (1) Have exam-related notes with words, numbers or images on exam seat, desk, their body, stationery items, or personal belongings is considered as cheating, even if other cheating behavior is not observed. (B1A)
  - (2) Carries or passes along any exam related items, such as papers, smartphones, or other telecommunication devices, but without obvious cheating behavior. (B1B)
  - (3) Still attempt to look on others' answer sheet(s) or intentionally expose their own answer sheet enough for others to look on after first warning. (B1C)
  - (4) Take answer sheet (card) out of the exam room. (B1D)
  - (5) Leaves the exam room without proctor's permission after the beginning of the exam period; but without obvious cheating behavior. (B1E)
2. Have seriously insulted others or have inaccurately accused others and have negatively affected other's reputation (B02).
3. Have defaced or destroyed university's posted announcements (B03).
4. Have gone to an inappropriate, illegal, or immoral place and negatively affected the university's reputation seriously (B04)
5. Have continued with inappropriate speech and behavior, causing serious trouble after repeated warnings. Have been dishonest with money that has been collected for public use (B05).
6. Have participated in a gang or group that gathers people together for the purpose of causing trouble (B06).
7. Have seriously sexually harassed faculty members, staff members, students or others (B07).
8. Illegally attacks or hacks into the university's computer information network and security related hardware equipment and software programs; violates the university's information network regulations (serious violations). (B08)
9. Have had their petitions regarding cheating during on- or off-campus examinations turned down after review by the relevant examination units (B09).
10. Have been found to be drunk on campus more than once after repeated warnings (B10)

11. Have been found to be drunk and causing serious troubles on or off campus and have negatively affected the university's reputation (B11).
12. Have been found disrupting social order and in violation of laws, so have negatively and seriously affected the university's reputation (B12)
13. Students who start a serious fight or seriously join in a fight with others. (B13)
14. Students who take part in serious gambling or stealing on or off campus. (B14)

**Article 12 A suspension will be ordered if students meet any of the following conditions:**

1. Have legally-defined infectious disease, failed to comply with government prevention measures and have endangered campus environment. (C01)
2. Have been diagnosed as a confirmed case of mental illness and have endangered campus safety. (C02)
3. Meet any of the conditions listed in Article 11, proved to have serious violation and have been determined as unsuitable for further education. (C03)

**Article 13 A 2nd or 1st Level Expulsion will be ordered if students have done any of the following:**

1. Disobeying the following examination rules is considered as cheating:
  - (1) Having exam-related notes with words, numbers and pictures that can reveal answers to the test questions on the exam seat, desk, student's body, stationery items, or personal belongings; this is considered as cheating. (D1A)
  - (2) Carry or pass along anything, even non-exam related items, such as papers, phones or other telecommunication devices; this is considered as cheating. (D1B)
  - (3) Provide or exchange completed answer sheets with others, or help other students take an exam by putting their name and/or student ID number on an answer sheet (card) or asking another student to do so. (D1C).
  - (4) Change exam seats without proctor's permission. (D1D)
  - (5) Intentionally take an exam for another or ask another to take an exam for oneself. (D1E)
  - (6) Deliberately disturb exam order so that the exam process is disrupted or prematurely terminated. (D1F)
  - (7) Attempt to steal an examination paper. (D1G)
  - (8) Pass along or receive any exam-related information or content.(D1H)
  - (9) Leaves the exam room without proctor's permission after the beginning of the exam period, with obvious cheating behavior evident. (D1I)
2. Have violated National Drug Restriction Law. (D02)
3. Have violated Weapon Restriction Law. (D03)
4. Have submitted a counterfeit document or document borrowed from someone else (D04).
5. Have made speeches or behaved in violation of national law, been involved in crimes and sentenced by the court. (D05).

6. Have received a 2nd Level Demerit for the third time (D06).
7. Have failed to attain a passing conduct grade (D07).
8. Have received punishment under the Criminal Code (D08).
9. Have committed any violation against the Student Code that carries the penalty of 1st or 2nd degree expulsion (D09).
10. Have continued to get into serious trouble after a suspension has been completed (D10).
11. Have sexually harassed others after threatening or hypnotizing them (D11).
12. Have violated intellectual property rights and have been indicted (D12).

**Article 14 Students who have violated the same rule in Article 4 twice or more a semester will receive double punishment.**

**Article 15 Apart from the details specified in the regulations, the level of reward or punishment given to students can be adjusted based on:**

1. Motivation and purpose.
2. Stimulation received during the behavior.
3. Precise nature of behavior.
4. Daily conduct grade.
5. Relationship between the student to be punished and the victim.
6. Amount of damage or negative influence brought about by the behavior.
7. Attitude after the incident.

**Article 16 In processing student demerit cases, any dishonesty involving documents or proof provided will result in double punishment.**

**Article 17**

1. In disciplinary cases, the student's class advisor or university counselors will assist in the investigation and submit a report so that the university will gain a complete understanding of the situation.
2. In response to sexual assault or sexual harassment incidents on campuses, Ming Chuan University evaluates discrete incidents in accordance with "Ming Chuan University Gender Equality Education Committee Organizational Charter and Operating Procedures;" the punishment of each sexual assault or sexual harassment incident will be determined based on the investigation outcomes from the Gender Equality Education Committee.
3. Students who have violated Article 10 Clause 15 or 16, or Article 11 Clause 11 or 12 and have been punished with observation are required to participate in regular counseling sessions at the university counseling unit. Counseling times will be determined by the unit and the unit will record the detailed counseling process.

**Article 18 The University should post a Disciplinary Notice. Notice must include the following information:**

1. Name of the person who will receive the punishment.
2. Reason for and nature of the punishment.
3. If the students have been treated unfairly, they can appeal based on University Appeal and Review Procedures.

**Article 19 Students can appeal in writing to the Student Appeal and Review Committee if they consider the punishment to be illegal or inappropriate.**

**Article 20 The procedures for organizing and the regulations related to the Student Appeal and Review Committee will be addressed separately.**

**Article 21 Students can file suits against the university for 1st and 2nd Level Expulsions or similar punishments received if the punishment affects their rights to education. Students who file an appeal and who still are not satisfied with the result have the legal right to file administrative legal action.**

**Article 22 Each academic unit will submit an application concerning student reward and punishment via the computerized Reward and Punishment Form to the Student Advising Section. Once the application is approved by the Student Advising Section, it is saved. Units should arrange the applications according to students' departments, schools, and class numbers. If there any perceived problems with the reward and punishment content, students should inquire at the relevant unit, with the relevant person. Or students may fill in a Revision Form, notify the relevant units, and report it to the president. After approval, one revised copy should be sent to the Student Advising Section for reference. The unit codes for student application form are as in the attached table.**

**Article 23 The documents that the university has created concerning student reward and punishment should be stored permanently by the Student Advising Section.**

**These documents are divided into two types:**

1. Student Semester-end Reward and Punishment General Report
2. Academic-year Student Reward and Punishment Statistics Chart

All reports are to be saved as electronic files.

**Article 24 Upon being passed at the University Affairs Committee Meeting and approved by the president, these procedures were announced, implemented, and submitted to the Ministry of Education for reference.**

\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\*