

# Nanhua University Commendation and Admonition Regulation

## Part 1 General Rule

- Art. 1 Commendation and admonition regulation was proposed according to the Law of University Article 32 to build up students' moral qualities and foster good living habits in order to form good school spirit.
- Art. 2 All students' commendation and admonition will be treated with this regulation except special cases.
- Art. 3 This regulation consists of the commendation part and admonition part, which the assessments are on the basis of conduct evaluation regulation.
1. Commendation: Honorary mention, minor merit, major merit or special commendation (prizes, money award, certificate, medal)
  2. Admonition: Reprimand, minor demerit, major demerit, regularly observation, suspend or expel from school
- Art. 4 Grade of commendation and admonition will modify on the objective or behavior of a student.
- Art. 5 All teaching and administrative staffs have the authority to give reference on commendations and admonition to students.
- Art. 6 Decision on major merit or demerit and higher admonition of a student should make in a committee meeting. Students have the opportunity to provide an explanation before making a demerit record.
- Art. 7 Deliberation, announcement and appeal on commendation and admonition.
1. Honorary mention, minor merit, reprimand and minor demerit will undergo procedures to be deliberate and announce by Student Affairs Office. While major merit and demerit will be deliberate in committee meeting and announce after principal's approval.
  2. Parents or guardians of students should be announced on making major merit or demerit record.
  3. Identity of a student should not be exposed while making record of major demerit and higher admonition.

4. Admonition will decide in a committee meeting for students who make mistakes beyond the criterion.
5. Students can appeal on the decision of admonition according to Regulations of Nanhua University Student Grievance Committee within 10 days after receiving written decision of admonition.

Art. 8 Commendation and admonition of a student can offset each other without cancelling record. While admonition of suspend or expel from school cannot offset by commendation.

Art. 9 Commendation and admonition are valid for a student who resumes to study after suspended from school.

## Part 2 Commendation

Art. 10 Students who compliant with the following standard should receive honorary mention.

1. Have good manners and be a role model.
2. Thrift and guileless.
3. Responsible in duty.
4. Have good sportsmanship.
5. Neat and tidy internal affairs.
6. Great performance in extracurricular activities.
7. Honest and not greedy.
8. Voluntarily help others.
9. Report harmful situation to school authorities.
10. Voluntarily help in public duty, hardworking and have good result.
11. Other achievements that approved to receive honorary mention.

Art. 11 Students who compliant with the following standard should receive minor merit.

1. Responsible when carry out cadre duties.

2. Appointed to participate in extracurricular activities and have great performance.
3. Great enthusiasm in public welfare, stand up against injustice.
4. Caring and patriotic.
5. Maintain campus's safety.
6. Help others to relieve difficulties.
7. Participate in activities on behalf of school and have great performance.
8. Have outstanding performance beyond the school.
9. Other achievements that approved to receive minor merit.

Art. 12 Students who compliant with the following standard should receive major merit.

1. Responsible when carry out cadre duties for entire school's organization.
2. Have good behavior and be role model.
3. Participate in activities on behalf of school and received the grade of top three.
4. Great contribution in forming good school spirit.
5. Other achievements that approved to receive major merit.

Art. 13 Students who compliant with the following standard should receive special commendation.

1. Have special achievement in academic field or contests.
2. Perform good when carry out cadre duties for entire school's organization to expiration date of term.
3. Good result and perfect attendance.
4. Conduct evaluation higher than 96 points.
5. Get top result for a semester in whole class.
6. Help to practice school policy and perform well.
7. Other achievements that approved to receive special commendation.

### Part 3 Admonition

Art. 14 Students who compliant with the following situation should penalize with reprimand.

1. Profligate word and action.
2. Disturb the public order.
3. Do not participate in class activities or duty.
4. Appointed but did not work hard to carry out duty .
5. Do not hand in homework on time.
6. Do not take care of public property.
7. Use or move public property without authorized.
8. Do not apply for leave according to procedure.
9. Drive or park a car without authorized.
10. Do not keep dormitory clean and tidy.
11. Destroy other's belongings in dormitory.
12. Act against dormitory rules.
13. Act against rules of using internet.
14. Violate intellectual property rights.
15. Other situation same as the above circumstances.

Art. 15 Students who compliant with the following situation should penalize with minor demerit.

1. Bullying other student.
2. Continuing disturb the public order.
3. Appointed but did not carry out duty.
4. Absent in important school meeting.

5. Leave in the halfway of an important meeting.
6. Break off flowers and branches.
7. Stain on wall or public property.
8. Break traffic rules in or outside of school.
9. Do not wear a safety helmet when riding motorcycle.
10. Break rules in an exam.
11. Bring along pornographic books in school.
12. Do not work hard to carry out cadre duty and have no improve.
13. Install cable for personal use without authorized.
14. Use forbidden electrical appliances in dormitory.
15. Male or female students go to dormitory of different gender without authorized.
16. Act against dormitory rules continuously.
17. Act against rules of using internet in a more serious situation.
18. Violate intellectual property rights in a more serious situation.
19. Commit sexual harassment or sexual bullying.
20. Smoking in non-smoking area.
21. Other situation same as the above circumstances.

Art. 16 Students who compliant with the following situation should penalize with major demerit.

1. Turn to gangster to bully other students.
2. Act against traffic rules and traffic police's command.
3. Insult lecturer or elder.
4. Cheat in an exam.
5. Steal other's belongings in campus.

6. Appointed to participate but absent in important meeting.
7. Commit forgery of documents or seals.
8. Destroy school's documents, obstruct school's administrative work.
9. Give a seditious speech in or outside of school.
10. Fighting and brawling with other students.
11. Break school regulation or instigate others to break it.
12. Offence against social order.
13. Bring along dangerous weapon or chemical to school.
14. Spread rumors which can affect public safety.
15. Bring or use drugs except narcotics medicine.
16. Destroy public property.
17. Severely act against dormitory rules.
18. Male or female students go to dormitory of different gender without authorized and made a great mistake.
19. Severely act against the rules of using internet.
20. Set up pornographic website, send malicious email to break down network system.
21. Severely violate intellectual property rights.
22. Severely involve in sexual harassment or sexual bullying.
23. Other situation same as the above circumstances.

Art. 17 Students who compliant with the following situation should penalize with regularly observation.

1. Gambling in or outside of school.
2. Severely insult lecturer or elder.
3. Offence against social order and take over by judicial authorities.

4. Observe student's conduct evaluation regularly for at least one year, 60 points for bachelor degree while 70 points for master degree.
5. Other situation same as the above circumstances.

Art. 18 Students who compliant with the following situation should suspend from school.

1. Conduct evaluation lower than 60 points.
2. Commit a mistake while penalized with regularly observation.
3. Commit three major demerit.
4. Severely commit larceny in or outside of school.
5. Absent from school for 45 hours and above.
6. Use or sell drugs and narcotic medicine.
7. Involve in gambling and take percentage of winnings in gambling.
8. Participate in gangster or other illegal organization.
9. Fight or instigate outsiders to fight with students.
10. Break national rules. (Except unintentional crime)
11. Commit corruption while handle with public property.
12. Involve in sexual assault.
13. Other situation same as the above circumstances.

Art. 19 Students who compliant with the following situation should expel from school.

1. Break national law with imprisonment of 3 years and above.
2. Armed to cause injuries.
3. Snatch other's belongings.
4. Commit violence to students or staffs.
5. Other situation same as the above circumstances.

#### Part 4 Offset Policies

- Art. 20 Students can offset admonition with the following policies to rectify errors.
- Art. 21 Students penalized with major demerit or higher admonition can apply to offset admonition with commendation.
- Art. 22 Reprimand and minor demerit can be offset by doing services.
1. First reprimand: 3 hours services.
  2. Second reprimand: 6 hours services.
  3. First minor demerit: 12 hours services.
  4. Second minor demerit: 24 hours services.
- Art. 23 Regulation on offset of major demerit and higher admonition of a student should decide in a committee meeting.
- Art. 24 Students should undergo procedures of offset policies within one month after admonition was announced to arrange for services.
- Art. 25 Teacher or lecturer should fill in “Student Offset Services Record Sheet” to record student’s service hours, and hand in to Student Affairs Office to cancel student’s admonition.
- Art. 26 Poor attitude of services will affect student’s right to use these policies.

#### Part 5 Supplementary provisions

- Art. 27 This regulation was reviewed in Student Affairs Meeting, University Affairs Meeting, and reported to Ministry of Education for future reference. Any subsequent amendments will undergo the same procedures.