

National Taipei University of Nursing and Health Sciences

Student Conduct Reward and Punishment Guidelines

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Article I. These Guidelines for reward and punishment of conduct scores for students of this school (hereinafter "Guidelines") are established in accordance with Article 32 of the University Act in order to cultivate students with elegant conduct, sound habits of life and build admirable school discipline.

Article II. There are the following types of rewards and punishments:

I. Rewards:

1. Commendation. 2. Minor merit citation. 3. Major merit citation. 4. Other rewards (gift, bonus, certificate, medal, photo, public citation).

II. Punishments:

1. Warning. 2. Minor demerit. 3. Serious demerit. 4. Observation. 5. Drop-out. 6. Expulsion.

Article III. The standards for rewards are as follows:

I. Students that exhibit the following should receive commendation:

1. Enthusiasm to public welfare with outstanding performance.
2. Assistance to others in need with acts of kindness.
3. Participation in various types of services with special efforts.
4. Maintenance of environmental tidiness with good performance.
5. Participation in out-of-school competition events recommended by the school and acceptance of other award winning rankings.
6. Participation in competition events inside school with good performance.
7. Having served with enthusiasm and excellent performance as club or class leaders.
8. Return found money or property.
9. Other matters deserving commendations.

II. Students that exhibit the following should receive minor merit citations:

1. Leading fellow students and provide public services.
2. Conduct for the benefit of the school with particular facts and performance.
3. Participation in various events with good performance.
4. Display of sportsmanship in sports competition.
5. Proper handling in special event.
6. Other matters deserving minor merit citations.

III. Students that exhibit the following should receive major merit citations:

1. Participation in out-of-school competition event recommended by the school and receiving a championship.
2. Participation in various services outside school with outstanding performance.
3. Disclose major illegal event, which is confirmed to be true, enabling the school to take precautions.
4. Other matters deserving major merit citations.

IV. Students that exhibit the following should receive special rewards:

1. Excellent grades in overall academic performance, conduct and physical education.
2. Special conduct with contribution to school and society.
3. Other matters deserving special rewards.

Article IV. The standards of punishments are as follows:

I. Students that exhibit the following should receive warnings:

1. Dishonest statement or conduct.
2. Avoidance from services.
3. Rude conduct to fellow students.
4. Disobedience against dormitory management rules.
5. Interference with environmental tidiness.
6. Violation of rules for use of campus network.
7. Damage school-approved posters.
8. Other matters deserving warnings.

II. Students that exhibit the following should receive minor demerits:

1. Repeated or material offence of any of the above.
2. Damaging public property on purpose.
3. Disturbing public order.
4. Violation of intellectual property and copyright laws.
5. Unsatisfactory performance in out-of-school internship or service, causing damage to the school's reputation.
6. Interference with other person's daily life by stalking, email or other manner in violation of the person's will, which is confirmed by investigation with less degree of gravity.
7. Conduct of sexual harassment or other conduct in violation of public order other than sexual assault on others, confirmed by a meeting of the Gender Equality Education Committee of the school with less degree of gravity.
8. Other matters deserving demerits.

III. Students that exhibit the following should receive serious demerits:

1. Repeated or material offence of any conduct under section II above.
2. Arrogant or rude attitude to teachers or school staff.
3. Fighting, drinking or gambling.
4. Cheating in an examination.
5. Theft, embezzlement or fraud.
6. Unauthorized use of other person's email account or alteration of information, causing damage to other person's right and interest.
7. Misappropriation, alteration and forgery of others' documents.
8. Other matters deserving serious demerits.

IV. Students that exhibit the following should be under observation:

1. Repeated or serious offence of any conduct under section III above.
2. Insult teachers and refuse to follow the directions thereof.
3. Having received two serious demerits and two minor demerits.
4. Proposal to, discussion and decision by the school affairs committee to impose observation (period of observation is subject to decision of school affairs committee).
5. Other matters deserving observations.

V. Students that exhibit the following should be dropped out from school:

1. Repeated or serious offence of any matter under section IV above.
2. Receiving three serious demerits.

3. Asking someone to take an examination or to write the examination paper on behalf of him/her or volunteering to take an examination for someone.
4. Being brought to the judiciary authority and receiving a confirmed sentence.
5. Being confirmed to have committed sexual assault with serious degree of gravity by the Gender Equality Education Committee of the school.
6. Failure to receive the passing score of 60 for conduct.

VI. Students that exhibit the following should receive expulsion from school:

1. Congregating crowd and enticing student-organized protest.
2. Participation in criminal organization or event.

Article V. In addition to the standards under these Guidelines, the punishment for student's personal conducts may be increased or decreased based on the following:

- I. Motive and purpose at the time of the offence.
- II. Stimulation received at the time of committing the offence.
- III. Means used for the commission of the offence.
- IV. Level of danger or damage caused by the offence.
- V. Offender's attitude after committing the offence.

Article VI. The reward and punishment shall be carried out in accordance with the following procedure:

- I. For rewards and punishments including commendations, minor merit citations, warnings and minor demerits, the teacher or school staff should provide reference information to the Student Affairs Department, Student Guidance Division, which shall be processed together with the homeroom teacher. The decision will be made and published by the Student Affairs Director.
- II. For rewards and punishments such as major merit citations or serious demerits or above, the proposal should be sent to the Student Affairs Committee for review and approval. The Principal will make the decision and announce.
- III. When Student Affairs Committee convenes a meeting to review significant reward or punishment for a student, in addition to informing the relevant homeroom teacher and relevant staff to attend the meeting, the student representative and the student in question may also be notified to attend the meeting to have an opportunity for defense. The Student Counseling Center should provide suitable guidance and assistance in order to maintain the students' rights and interests.
- IV. If any student receives any reward or punishment of major merit citation or serious demerit or above, the parent or guardian should be notified.
- V. Any decision of suspension or expulsion should be reported to the Ministry of Education.

Article VII. While the student is registered in school, rewards and punishments are calculated on cumulative basis and merits and demerits may be set off against each other. However, no record will be cancelled. Any decision of suspension or expulsion will not be set off against or reduced by any previous reward.

Article VIII. The results of student reward or punishment shall be the basis of increasing or decreasing the ethics score and shall be handled in accordance with the Rules for Conduct Performance Review for Students of this school.

Article IX. These Guidelines are implemented after they are submitted by the Student Affairs Committee to the Student Affairs Meeting and approved by the latter. These Guidelines shall also be filed to the Ministry of Education to be reviewed. The same procedure shall be conducted for any amendment.