

國立中正大學學生獎懲委員會設置辦法

Regulations Governing the Establishment of the Student Rewards and Disciplinary Committee of National Chung Cheng University

93 年 4 月 12 日第 56 次校務會議修正通過

Amended and approved at the 56th University Affairs Meeting on April 12, 2004

99 年 4 月 19 日第 84 次校務會議修正通過

Amended and approved at the 84th University Affairs Meeting on April 19, 2010

100 年 4 月 18 日第 89 次校務會議修正通過

Amended and approved at the 89th University Affairs Meeting on April 18, 2011

110 年 12 月 20 日第 136 次校務會議修正通過

Amended and approved at the 136th University Affairs Meeting on December 20, 2021

111 年 10 月 24 日第 139 次校務會議修正通過

Amended and approved at the 139th University Affairs Meeting on October 24, 2022

114 年 4 月 21 日第 150 次校務會議修正通過

Amended and approved at the 150th University Affairs Meeting on April 21, 2025

114 年 10 月 20 日第 152 次校務會議修正通過

Amended and approved at the 152nd University Affairs Meeting on October 20, 2025

第一條 本校為使學生之獎懲達到適切、公平，增進教育功能，依本校組織規程第二十九條規定，設置學生獎懲委員會（以下簡稱本會）。

I. In order to ensure that student rewards and disciplinary actions are appropriate and fair and to enhance educational functions, National Chung Cheng University (hereinafter referred to as “the University”), pursuant to Article 29 of its Organizational Regulations, hereby establishes the Student Rewards and Disciplinary Committee (hereinafter referred to as “the Committee”).

第二條 本會之職掌如左：

- 一、審議本校學生獎懲辦法。
- 二、審議本校學生記大功或記大過乙次以上之獎懲事件。
- 三、審議本校其他有關學生重大獎懲事件。

II. The functions and duties of the Committee are as follows:

1. To review the Regulations Governing Student Rewards and Disciplinary Actions of the University.
2. To review cases involving student rewards or disciplinary actions of a major merit or a major demerit or above.
3. To review other significant student reward or disciplinary cases of the University.

第三條 本會以學生事務長為當然委員，並置委員若干人，由下列人員組成：

- 一、單位主管若干人：由學生事務長建請校長聘請相關之單位主管擔任。
- 二、教師若干人：由各學院各推選教師一人擔任。
- 三、學生若干人：由各學院各推選學生一人擔任（其中研究生或大學部學生至少需

有二名)。

前項委員人數之比例，以一比一為原則。

III. The Committee shall consist of the Dean of Student Affairs as an ex officio member and a number of appointed members composed of the following personnel:

1. Several unit heads: recommended by the Dean of Student Affairs and appointed by the President from among relevant unit heads.

2. Several faculty members: one faculty representative elected by each college.

3. Several student members: one student representative elected by each college (among whom at least two shall be graduate students or undergraduate students).

The ratio of the number of members specified in the preceding paragraph shall, in principle, be one to one.

第四條 本會委員均為無給職，任期一年，由校長聘請之。

IV. All members of the Committee shall serve without remuneration. The term of office shall be one year, and members shall be appointed by the President.

第五條 本會以學生事務長為會議召集人，生活事務組組長為執行秘書，負責文書之處理。

V. The Dean of Student Affairs shall serve as the convener of the Committee meetings. The Chief of the Student Life Services Section shall serve as the Executive Secretary, responsible for handling documentation.

第六條 本會開會時主席由委員互選之。

VI. When the Committee convenes a meeting, the Chairperson shall be elected from among the members.

第七條 本會開會應有委員二分之一以上出席始得開會，其決議以出席委員過半數為通過，但勒令退學、開除學籍之處分，其決議以出席委員四分之三以上為通過。委員因故不能出席會議時，不得委託代理。

VII. A Committee meeting shall not be convened unless more than one-half of the members are present. Resolutions shall be adopted by a majority of the members present; however, resolutions concerning compulsory withdrawal from school or expulsion shall require the approval of at least three-fourths of the members present. Members who are unable to attend a meeting due to valid reasons shall not appoint proxies.

第八條 會議進行時，委員有下列各款情形之一者，應自行迴避，不得執行職務：

一、委員或其配偶，為該獎懲事件當事人者。

二、委員為獎懲事件當事人八親等內之血親或五親等內姻親。

三、委員現為獎懲當事學生之導師者。

四、委員於該獎懲事件，為證人或鑑定人者。

委員有前項各款情形而不自行迴避，或有前項各款所定以外之情形，足認其執行職務有偏頗之虞者，當事人得申請委員迴避。

當事人申請委員迴避，應以書面述明理由，向學生獎懲委員會為之。被申請迴避之委員不計入應出席委員之數額，亦不得參與迴避案之討論與表決。

當事人應於接獲提獎懲委員會審議通知書之日起二週內，提出委員迴避之申請。但此期間經過後始發生迴避事由者，得於該事由發生之日起二週內，該案議決前，提出委員迴避之申請。

被申請迴避之委員認為申請有理由者得自行迴避，無理由者二週內提出回覆理由書。逾期不提出者，視為同意自行迴避。

有特殊事由者，得經學務長核可，延長前二項規定之期限。

本條所稱當事人，謂受獎懲之學生及該案建議人。

VIII. During the conduct of a meeting, any member falling under any of the following circumstances shall recuse himself/herself and shall not perform his/her duties:

1. The member or his/her spouse is a party to the reward or disciplinary case.
2. The member is related to the party to the reward or disciplinary case within eight degrees of consanguinity or within five degrees of affinity.
3. The member is currently the academic advisor of the student who is the party to the reward or disciplinary case.
4. The member is a witness or an expert in the reward or disciplinary case.

Where a member falls under any of the circumstances set forth in the preceding subparagraphs but fails to recuse himself/herself, or where other circumstances exist that give rise to a reasonable concern of bias in the performance of duties, the party concerned may apply for the member's recusal.

An application for recusal shall be submitted in writing with stated reasons to the Student Rewards and Disciplinary Committee. A member for whom recusal is requested shall not be counted toward the required number of attending members and shall not participate in the discussion or voting on the recusal matter.

The party concerned shall submit an application for recusal within two weeks from the date of receipt of the notice of submission of the case to the Committee for review. However, where the cause for recusal arises after the expiration of the said period, the application may be submitted within two weeks from the date the cause arises and prior to the resolution of the case.

A member for whom recusal is requested may voluntarily recuse himself/herself if the application is deemed justified; if deemed unjustified, the member shall submit a written response stating the reasons within two weeks. Failure to submit such response within the prescribed period shall be deemed consent to voluntary recusal.

Where special circumstances exist, the deadlines prescribed in the preceding two paragraphs may be extended with the approval of the Dean of Student Affairs.

For the purposes of this Article, the term “party concerned” refers to the student subject to the reward or disciplinary action and the person proposing the case.

第九條 本會召開會議時，得邀請其他與議題有關之單位主管及人員列席。

IX. When the Committee convenes meetings, it may invite heads of other relevant units and personnel related to the agenda to attend as non-voting participants.

第十條 本會得視業務之需要，隨時召開會議。

X. The Committee may convene meetings at any time as necessary, depending on operational needs.

第十一條 本辦法經校務會議通過後陳請校長公佈實施，修正時亦同。

XI. These Regulations shall be promulgated and implemented upon approval by the University Affairs Meeting and subsequent approval by the President. The same procedure shall apply to any amendments hereto.

The English version was translated from the original Chinese text. In the event of any discrepancy, the Chinese will take precedence.