

Asia University Students' Award and Disciplinary Rules

Promulgated on Sep. 24, 2003 by Administration Meeting

Letter No. Tai-Xun (2) 0920151227 dated Oct. 20, 2003

Title changed to Asia University on Jun. 22, 2005 in the 5th Administration Meeting
of fiscal 2004

Promulgated on Oct. 27, 2010 by 1st Administration Meeting of fiscal 2010

Amended according to Letter No. Tai-Xun (1) 0990221610 dated Jan. 4, 2011

Promulgated on Jan. 18, 2011 by the 2nd Administration Meeting of fiscal 2010

Amended according to Letter No. Tai-Xun (1) 1000024385 dated Feb. 21, 2011

Promulgated on Apr. 15, 2011 by the 3rd Administration Meeting of Fiscal 2010

Amended according to Letter No. Tai-Xun (1) 1000105438 dated Jun. 27, 2011

Promulgated on Feb. 8, 2012 by the 2nd Administration Meeting of fiscal 2011

Amended according to Letter No. Tai-Xun (1) 1010038885 dated Mar. 9, 2012

Amended Articles 1, 6, 7, 8, 10, 12, 13, 14, 15, 16, 17, 18, and 19 on Oct. 8, 2014
by the 1st Administration Meeting of fiscal 2014

Announced on Nov. 19, 2014 according to Letter No. Ya-Zhou-Mi 1030014590.

Article 1 This RULES is promulgated by the University according to Article 32 of the University Act to cultivate integrity and establish good behavioral guidance among and for students (including off-shore students and short-term exchange students).

Article 2 This RULES includes incentive rules and disciplinary rules, and conduct score will be increased or decreased according to the Students' Conduct Scoring System:

1. Incentives: which include citations, merits, major merits, and special awards (which may include medals, certificate of honor, public praise, and special award at the discretion of the recommending unit in accordance with applicable regulations).
2. Disciplinary actions: include warning, demerit, major demerit, termed review, termed suspension, expulsion, and revocation of student registration.
3. One or simultaneous two counts of award or disciplinary action, such as citation, merit, major merit, warning, demerit, and major demerit, may be bestowed according to the extent the incident in concern.

Article 3 A citation may be bestowed for qualifying any of the followings:

1. Participating in on-campus, and local township contests and achieving top 3 positions or excellence of performance;
2. Performing duties well as leaders of student clubs, classes, and self-governance;
3. Finding and submitting a lost item of NT\$ 1000 to 3000 of value;
4. Act in kindness onto others, where the act is verified;
5. Reporting unjust or hazardous issues, where the issues are found true;
6. Exhibiting ethical sportsmanship in athletic events;
7. Leading fellow students to serve an organization;
8. Benefiting an organization, where the act is verified;
9. Serving for public cleanness or order above and beyond the call of duty in difficult conditions; or
10. Other act equivalent to the above citations.

Article 4 A merit may be bestowed for qualifying any of the followings:

1. Participating off-campus events as representative of our University and earning honors for the reputation of our University, where the act is verified;

2. Being selected as student self-governance leader and performing duties with excellence;
3. Preserving the reputation of our University, where the act is verified;
4. Advocating extracurricular activities with excellent performance;
5. Participating on- or off-campus services with zealous efforts and excellent performance;
6. Being ardent in benefiting the public, acting in bravery for justice, or preserving the interests of organization with excellent results;
7. Finding and submitting a lost item of more than NT\$ 3000 of value;
8. Reporting major unjust or hazardous issues or major violation committed by other students, where the issues or violation are found true;
9. Participating in county or city level formal contests and resulting in top 3 positions or better than excellence of performance;
10. Representing our University and participating in off-campus, major athletic contests and winning awards; or
11. Other act equivalent to the above merits.

Article 5 A major merit may be bestowed for qualifying any of the followings:

1. Providing special suggestions to enhance our University's reputation and pioneering into fulfillment of such;
2. Cherishing our University or fellow students with extraordinary acts and thus enhancing our University's reputation;
3. Acting in extraordinary bravery to prevent major disaster from happening;
4. Extraordinary conduct that may serve as a paradigm for the student body to learn from;
5. Participating in on-campus services with extremely arduous efforts and achieving excellent performance;
6. Authoring or translating valuable literature works that benefit to the country of society;
7. Participating in national (international) level, formal contests and resulting in top 3 or better than excellence of performance; or
8. Other act equivalent to the above major merits or special awards.

Article 6 A warning may be administered for qualifying any of the followings:

1. Demeanor in leave violation;
2. Having a substitute to answer roll call in class or assembly;
3. Demeanor in theft, vandalism, or violation of public property;
4. Demeanor in violations of public order, hygiene, safety, or peace;
5. On-campus parking violation;
6. Absence without leave in required assembly or extracurricular activity;
7. Demeanor in failure to fully perform duties as a student leader and cause damage to the rights of fellow students;
8. Demeanor in interfering other people's normal life by way of stalking, email, or other means against other people's will in an attempt of sexual harassment; or
9. Other act equivalent to the above warnings.

Article 7 A demerit may be administered for qualifying any of the followings:

1. Repeating or seriously committing any of the violations listed in the above Article;
2. Demeanor in bullying fellow students or university staff;
3. Demeanor in obstructing others' rights by way of written language, drawing, image, or computer network;

4. Demeanor in scurrilous use of language to publicly defame or insult others;
5. Demeanor in violating intellectual property rights of our country and other's rights;
6. Demeanor in information theft, privacy intrusion, or illegal act by way of electronic media, electronic tool, or computer network;
7. Demeanor in neglecting duty of managing public property of the University or student club and causing damage to such, or defalcation, embezzlement, wastage, ambiguous account;
8. Demeanor in violation of examination rules;
9. Proven to be committing serious misconduct off-campus or violating other's rights;
10. Smoking inside the University and repeating the offense after a documented dissuasion;
11. Practicing multi-level marketing business inside the University;
12. Demeanor in violation of laws concerning gender equality in education, which violation is determined to be true by the committee of gender equality in education; or
13. Other act equivalent to the above demerits.

Article 8 A major demerit may be administered for qualifying any of the followings:

1. Repeating or seriously committing any of the violations listed in the above Article;
2. Beating fellow students or engaging in a melee that results in injury;
3. Seriously obstructing university staff or fellow students performing official duties;
4. Fraudulence or forgery of document, identification, or stamp seal;
5. Intentional vandalism on public property, university facility or equipment, or setting up fireworks inside the university, to the extent that the campus safety is seriously compromised;
6. Perjury for other people's illegal acts;
7. Possession of narcotic substance defined in the Narcotics Hazard Prevention Act;
8. Alcohol consumption, gambling, or theft;
9. Repeating offense of smoking inside the University after a demerit for the same has been administered;
10. Violating intellectual property rights of our country and other people's rights for profit; or
11. Other act equivalent to the above major demerits.

Article 9 A termed review may be administered for qualifying any of the followings:

1. Repeating or seriously committing any of the violations listed in the above Article;
2. Seriously violating or failure to repent after being administered with a major demerit for violating any of Article 9;
3. Further committing violation to the University's rules after having accumulated two major demerits and two demerits; or
4. A termed review is determined by the Student's Award and Disciplinary Committee for violation of the University' rules.

Article 10 A termed suspension (or suspension) may be administered for qualifying any of the followings:

1. Alcohol consumption, gambling, or consumption of narcotic substance defined in the Narcotics Hazard Prevention Act;

2. Having accumulated hours of absence from class to one-third of total hours required for a course of a semester;
3. A termed suspension is determined by the Student's Award and Disciplinary Committee for major violation of the University's rules; or
4. Major violation of laws concerning gender equality in education, which violation is determined to be true by the committee of gender equality in education.

Article 11 Expulsion will be administered to any of the followings:

1. Repeating an offense punishable with demerit or more severe measures during termed review;
2. Three major demerits remain after reconciling merits and demerits according to the rules in concern during the study period at the University;
3. Failure to earn conduct score of 60 or more;
4. Committing misconduct to the extent that the University's reputation or the public's interest is seriously damaged;
5. Violating the laws concerning criminal act and being sentenced by a court of laws (except negligence crime and juvenile offender); or
6. Expulsion is determined by the Student's Award and Disciplinary Committee for major violation.

Article 12 Decision regarding to students' award or disciplinary may be upgraded or lessened with the following considerations on top of the stipulated standards:

1. Motive and purpose;
2. Attitude and modus operandi;
3. Consequence of acts;
4. Living condition and character;
5. Relation between the offender and the victim; and
6. Danger or damage caused by the acts.

Article 13 Punishment may be upgraded to students destroying evidence or purposefully providing or instigating others to provide untrue evidence or information during the University's procedure of disciplinary action concerning the said students.

Article 14 The procedure for students' award and disciplinary is defined in below:

1. Citation, merit, warning, and demerit shall require the concerned faculty to provide information to the Students Affair Office to be reviewed jointly by the concerned class teacher, and the director of the Students Affair Office shall make the final decision and announce accordingly.
2. Major merit or major demerit shall require review by and consent from the Students Award and Disciplinary Committee and then approval and announcement by the president of the University.
3. While reviewing major merit or demerit, the Students Award and Disciplinary Committee shall notify the graduate chair, dean, class teacher, and personnel in concern to sit in during the process, and the student in concern may be advised to appear before the review and provide explanation and defend his/her rights.
4. The parent or legal guardian of the student being bestowed a major merit or administered a major demerit should be advised accordingly.
5. Granting a bachelor degree to a student will be withheld during the period of investigation concerning the said student who is alleged to be committing offense of on-campus sexual assault, sexual harassment, or sexual bullying, where the conduct score of the said student may be subject to change due to

the yet to be made decision on disciplinary action. A student's inappropriate conduct, which has been committed during the his/her study period and proven by investigation to be true only after graduation, shall be governed by Article 11-5.

Article 15 A student may reconcile the merit and demerit bestowed or administered during his/her study period. However, to cancel out a record of disciplinary action shall require the concerned student to file an application within one month from the start of each semester and review by and consent from the Students Award and Disciplinary Committee. Disciplinary action of expulsion or revocation of student registration may not be cancelled out, lessened, or waived by any previously earned award.

Article 16 All awards and disciplinary action previously bestowed or administered shall remain valid after a student resuming study after suspension.

Article 17 A special meeting may be summoned by the Students Award and Disciplinary Committee to determine measures for a student's act of violation beyond the applicable scope of this RULES.

Article 18 With approval from the president of the University, a student may object to the decision of a disciplinary action that changes the said student's status. A student may disagree with and appeal to the award or disciplinary action bestowed or administered by the University regarding to his/her personal life or study by following the due procedure of appeal.

Article 19 This Notice is promulgated with approval from the president of our University and submitted to the Ministry of Education as reference. Amendment shall follow the same.

Asian University Student Award/Disciplinary Recommendation Sheet

Date:

Name		Department/ class		Student ID No.	
Facts					
Type of award/disciplinary	(Please specific one or two measures less than merits/demerits)				
Accordance	Article ___ of the Students' Award and Disciplinary Rules				
Recommending person	Class teacher	Department head	Student Counselling Section	Decision of Director of Students Affair Office	Decision of President of the University
Remark	<ol style="list-style-type: none"> 1. This recommendation sheet is to be filled by a recommending person and then filed to the Student Counselling Section of the Students Affair Office for further review. 2. Merit/demerit measure is to be reviewed jointly by the class teacher and department head and then determined by the director of Student Affairs Department. Major merit/major demerit is to be advised to and jointly reviewed by the class teacher, department head, and the director of Student Affairs Department, then determined by the Student Award/Disciplinary Committee, and finally sanctioned by the president of the University. 3. Please use the Student Group Award/Disciplinary Recommendation Sheet for recommending merit or the lesser to be bestowed to a group (up to 3 persons) for the same case. 				

