

Student Discipline Norms and Processing Procedures at Yuan Ze University

- 1998-06-05(1997 academic year.): Approved by the 2nd Student Affairs Guidance Committee Meeting.
- 1998-11-05(1998 academic year.): Amended and approved by the 1st Student Affairs Guidance Committee Meeting.
- 2001-12-31(2001 academic year): Amended and approved by the 1st Student Affairs Guidance Committee Meeting.
- 2002-05-06(2001 academic year): Amended and approved by the 2nd Student Affairs Guidance Committee Meeting.
- 2002-11-18(2002 academic year): Amended and approved by the 1st Student Affairs Guidance Committee Meeting
- 2003-05-21(2002 academic year): Amended and approved by the 4th Student Affairs Meeting.
- 2003-06-25(2002 academic year): Approved by the 2nd Academic Affairs Meeting.
- 2003-08-08: Letter No. 0920116359 from the Ministry of Education for reference.
- 2010-12-20(2010 academic year): Approved by the 1st Academic Affairs Meeting.
- 2012-01-02(2011 academic year): Approved by the 2nd Academic Affairs Meeting.
- 2012-05-21(2011 academic year): Approved by the 4th Academic Affairs Meeting.
- 2012-07-25: Letter No. 1010140344 from the Ministry of Education for reference.
- 2019-05-08(2018 academic year): Amended and approved by the 2nd Academic Affairs Meeting.
- 2019-06-10: Letter No. 1080080909 from the Ministry of Education for reference.
- 2021-05-05(2020 academic year): Amended and approved by the 2nd Academic Affairs Meeting.
- 2021-05-17: Letter No. 1100067661 from the Ministry of Education for reference.
- 2022-05-04(2021 academic year): Amended and approved by the 2nd Academic Affairs Meeting.
- 2022-07-13: Letter No. 1110059935 from the Ministry of Education for reference.
- 2022-11-02(2021 academic year): Amended and approved by the 1st Academic Affairs Meeting.
- 2022-11-29: Letter No. 1110116339 from the Ministry of Education for reference.
- 2023-05-10(2021 academic year): Amended and Approved by the 2nd Academic Affairs Meeting.
- 2023-06-20: Letter No. 1120058660 from the Ministry of Education for reference.

Article 1: Purpose

The purpose of these "Student Disciplinary Regulations and Procedures Implementation Measures" of Yuan Ze University is to instill in all members of the university community the qualities of self-awareness, self-discipline, self-respect, and self-confidence. These regulations are formulated in accordance with Article 32 of the "University Act" of the Ministry of Education, with the aim of fostering a sense of personal responsibility and integrity among all YZU students.

Article 2: Disciplinary Regulations

1. Adhere to the principle of "Honesty" and refrain from engaging in fraudulent, deceptive, or dishonest behavior, such as cheating in examinations, forging or misusing others' credentials, misappropriation of public property, deliberately

providing false information or testimony, and similar acts.

2. Uphold the principle of "Integrity" and refrain from engaging in behaviors that involve verbal or physical intimidation, threats, defamation, or insulting and accusing others through any means.
3. Follow the principle of "Respect for Others" and refrain from engaging in behaviors that involve campus sexual harassment, sexual assault, sexual coercion, disruption of group order, destruction of public property, or obstruction of official duties.
4. Comply with the regulations on "Campus Safety" and refrain from engaging in activities that endanger public safety, such as unauthorized use of electrical appliances, cooking or burning substances, damaging dormitory security systems, or possessing prohibited items (e.g., dangerous chemicals, explosives, or firearms).
5. Observe national laws and regulations, and refrain from engaging in criminal activities, including theft, drug abuse or trafficking, involvement in gangs, buying or selling stolen goods, gambling, and violating intellectual property rights.
6. These regulations are formulated and enforced by the Student Affairs Office and, unless otherwise specified, apply to all students of Yuan Ze University. In the event of violations of these regulations, a disciplinary hearing will be conducted to determine appropriate sanctions for the parties involved.

Article 3: Disciplinary Measures

After a disciplinary hearing procedure, students who violate the disciplinary regulations of this university may face one or more of the following disciplinary measures:

1. General Disciplinary Measures:

- (1) Verbal warning.
- (2) Written warning.
- (3) Deduction of 5 points from the conduct grade and mandatory participation in reflective service for 10 hours.
- (4) Deduction of 10 points from the conduct grade and mandatory participation in reflective service for 20 hours.
- (5) Life counseling or mandatory counseling.

2. Major Disciplinary Measures:

- (1) Deduction of 15 points from the conduct grade and mandatory participation in reflective service for 30 hours.
- (2) Deduction of 20 points from the conduct grade and mandatory participation in reflective service for 40 hours.
- (3) Mandatory counseling.
- (4) Academic probation (conduct grade calculated at 60 points) and mandatory participation in reflective service for 50 hours.
- (5) Mandatory leave of absence.
- (6) Ordered to withdraw from university.
- (7) Expulsion from the university.

Article 4: Classification of Disciplinary Behaviors

1. Students who engage in any of the following behaviors shall be subject to general disciplinary measures:
 - (1) Causing harm or distress to others through acts of fraud, deception, or breach of trust.
 - (2) Impersonating others, stealing passwords, or lending identification documents to others for unauthorized use.
 - (3) Verbally threatening, insulting, or accusing others in a public manner.
 - (4) Behaving inappropriately, disrupting public order, or interfering with others.
 - (5) Intentionally damaging public property, causing harm to public property, or hindering official duties.
 - (6) Engaging in behavior related to campus sexual harassment, sexual harassment, or sexual bullying, as determined by the Gender Equality Education Committee, with minor severity.
 - (7) Participating in cheating during internal or external examinations.
 - (8) Violating other university management regulations of similar seriousness.
2. Students who engage in any of the following behaviors shall be subject to major disciplinary measures:
 - (1) Violating the general disciplinary behaviors with significant severity.
 - (2) Participating in cheating during internal or external examinations with significant severity.
 - (3) Engaging in harassment, violence, or coercion that affects the safety or harms

others.

(4) Behaving in a manner that damages the reputation of the university or jeopardizes campus security.

(5) Engaging in behavior related to campus sexual harassment, sexual harassment, or sexual bullying, as determined by the Gender Equality Education Committee, with significant severity.

(6) Individuals found guilty by a final court judgment for violating the law.

3. In accordance with the provisions set forth in the preceding clause, item six, the imposition of expulsion as a severe disciplinary measure shall be restricted exclusively to individuals who have been adjudicated guilty by a judicial court and are consequently mandated to undergo incarceration.

Article 5: Processing Procedures

The Student Counseling Division of the Student Affairs Office (hereinafter referred to as the Counseling Division) is responsible for handling matters related to students' violations of the university's student disciplinary regulations and widely disseminating the provisions that may result in disciplinary consequences to students. Upon receiving relevant reports, the Counseling Division submits them to the Student Disciplinary Committee for a hearing procedure review. During the hearing procedure, other pertinent information about the student, such as the opinions of the advisor and records of past activities, may be considered as reference for disciplinary recommendations. The reporting party may withdraw the report before the commencement of the hearing procedure, and once a report is withdrawn, the same case may not be brought up for further review.

1. Hearing Procedures and Regulations

(1) Hearing Procedures:

The Student Disciplinary Committee shall comprehensively consider all evidence presented during the hearing. For general disciplinary measures, the committee shall submit the recommendation to the Dean of Student Affairs for a decision, while for major disciplinary measures, the recommendation shall be submitted to the President for a decision. The hearing process should be thoroughly documented and kept on file for future reference. A decision on general disciplinary cases requires the agreement of more than half of the attending committee members, while a decision on major disciplinary cases requires the agreement of more than two-thirds of the attending committee members.

(2) Basic Regulations for Hearings:

- I. Committee members who have a conflict of interest in the disciplinary cases

shall recuse themselves voluntarily. If the involved party believes that a hearing committee member needs to recuse themselves, they may state the facts and reasons and apply for the recusal of that committee member through the respective committee.

The decision on whether a committee member should recuse themselves shall be made by the respective committee.

- II. The participation in the hearing is limited to relevant witnesses, representatives from student self-governing organizations, and student affairs counselors.
- III. Under any circumstances, the accused student may seek assistance from another student at the university during the hearing, but the assisting student cannot simultaneously act as the representative of the accused student.
- IV. The accused student shall receive the factual allegations against them at least five working days before the scheduled hearing.
- V. The involved student may request, with the approval of the chairperson, to obtain the list of witnesses for the hearing in advance.
- VI. The hearing may require the involved student to provide a list of witnesses they intend to invite to the hearing.
- VII. If the involved student is unable to attend the hearing, they may authorize a representative to attend or submit a written statement. The Student Affairs Office shall provide notification. However, if there is no response from the parties involved, the hearing shall proceed as scheduled and make relevant decisions.
- VIII. During the hearing process, any student who violates the disciplinary regulations shall be ensured the following rights and privileges:
 - A. The involved student has the right to respond to the factual allegations during the hearing.
 - B. The involved student may present relevant witnesses to respond to the accusations. Other non-relevant witnesses may not attend as witnesses without the approval of the chairperson.
 - C. The hearing procedures and outcomes shall be communicated in writing.
- IX. The determination of facts regarding campus gender incidents shall be based on the investigation report of the Gender Equality Education Committee, in accordance with Article 35, Paragraph 1 of the Gender Equality Education Act. The university shall not use the hearing procedure to investigate the facts of such incidents; rather, the hearing procedure shall only address the

statements and opinions of the accused individual regarding the disciplinary consequences resulting from the investigation of the incident. Before making a final decision, the Student Disciplinary Committee, in accordance with Article 31 of the Gender Equality Education Act, may request the presence of representatives from the Gender Equality Education Committee for clarification and shall provide the involved student with the opportunity to submit written statements.

2. Appeal Procedures and Regulations

Students who are dissatisfied with the disciplinary measures may file an appeal in accordance with the "YZU Student Appeal Handling Procedure." However, third parties are not permitted to file appeals on behalf of the involved student.

3. Implementation of Reflective Service

(1) When a student is subjected to mandatory reflective service as a disciplinary measure for violating the disciplinary regulations, they must complete it before the end of the following semester and it shall be recorded as part of the exit control. Failure to complete the service within the given time frame will result in an additional penalty of 10 hours of reflective service and a deduction of 10 points from the conduct grade per semester. However, students who are on a leave of absence due to valid reasons may be granted an extension to complete the service during the semester of their return.

(2) The content of the reflective service for disciplined students shall be designated and implemented by their respective departments.

(3) Upon completion of the disciplinary requirements, the involved party shall present the Reflective Service Card to the Counseling Division for case closure.

Article 6: The assessment of student conduct grades in this university is based on a scale of 85 points, and deductions are made in accordance with these regulations.

Article 7: Students who violate the university's regulations shall be processed in accordance with the university's regulations and these procedures. After the disposition results are confirmed, they shall be filed and archived by the Student Affairs Office.

Article 8: These procedures shall be implemented upon approval by the Academic Affairs Meeting and reported to the Ministry of Education for record. Any amendments to these procedures shall follow the same process.