

Student Discipline Norms and Processing Procedures at Yuan Ze University

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Clause 1 Purpose

Yuan Ze University expects all members of this university, meaning each student, can show the special characteristics including self-awareness, self-respect, self-discipline, and self-confidence. The behaviors of each YZU student should comply with not only the national laws and regulations but also the spirit of Yuan Ze University. Therefore, this set of “Norms and Processing Procedures” is established based on Clause 25.1 of the College Laws stipulated by the Ministry of Education. In this set of details, the qualities and characteristics of YZU students are described for all students to follow.

Clause 2 Discipline Norms

- I. Students should abide by the principle of “honesty” and avoid being engaged in fraud, cheating or promise-breaking behaviors such as cheating on exams, faking or using others’ IDs, taking public property for personal use, providing wrong information or testimony deliberately.
- II. Students should abide by the principle of “self-discipline” and should not threaten, intimidate, libel or insult others verbally, physically or in any other manner.
- III. Students should abide by the principle of “mutual respect” and should not interfere with group order, destroy public property, obstruct official businesses.
- IV. Students should abide by the regulations of “campus safety” and should not illegally use electric utilities, cook, burn items, destroy dorm security system, or possess banned items (such as dangerous chemical items, combustive items or guns) that may put the public under risks.
- V. Students are expected to follow national laws and regulations and should not be involved in theft, taking drugs or amphetamine, joining gangs, selling/buying illegal items, gambling, violating intellectual property rights to taint the reputation of the university.
- VI. This set of norms is drafted and executed by the Student Affairs Office. All norms, unless stipulated otherwise, are applicable to all students. When violations of this set of norms

happen, public hearings will be held to determine the most appropriate penalty to the violators.

Clause 3 Penalties

When students violate the YZU Discipline Norms, they may be punished by one or more of the following ways based on the hearing procedures and decisions.

I. General punishment:

- (1) Verbal warning.
- (2) Written warning.
- (3) Ban from using campus resources.
- (4) Ban from exercising some of the student rights (including the right to stay in a dorm)
- (5) Mandatory labor services.
- (6) Mandatory counseling.
- (7) Deduction of less than 10 points from the student's character performance.

II. Major punishment:

- (1) Deduction of more than 10 points from the students' character performance.
- (2) Stay-after-school detention.
- (3) Forced suspension of study.
- (4) Forced withdrawal from the university.
- (5) Expulsion.

III. When students have one of the following behaviors, they will receive general punishment.

- (1) Hurting others or bothering others when the students fake documents, cheat or break promises.
- (2) Using others' documents, passwords or lending IDs for the use of others.
- (3) Publicly using verbal language to threaten, insult or attack others.
- (4) Engaging in improper behaviors or speeches, affect public orders (with loudness) or harassing others.
- (5) Intentionally destroying public property, damaging public items or obstruct the execution of business.
- (6) Violation of other management rules or regulations set by YZU.

IV. When students have one of the following behaviors, they will receive major punishment.

- (1) Violation of general punishable rules with severity.
- (2) Cheating on exams.
- (3) Affecting others' safety or hurting others with harassment, violence or threats.
- (4) Engaging in behavior that will damage university reputation or threaten campus safety.
- (5) Violating criminal laws or national regulations with sentences ruled by the court.

Clause 4 Processing Procedures

Life Counseling Office under the Student Affairs Office is responsible for dealing with any

student's violation of YZU discipline norms. The responsibility and obligation of the staff are to advertise the possible penalties for violating discipline so that the students will have the awareness about the penalties. When the Life Counseling Office receives related reports for violations, the students involved will receive the deserved penalties through the following hearing procedures. The Life Counseling Office is responsible for determining the appropriate procedures. During the hearing procedures, all information related to the students including their mentors' opinions and past activity records will be used as references at the hearing for reaching the appropriate decisions about penalties.

I. Procedures and Norms of a Hearing:

(1) Hearing Procedures:

- a. Student Discipline Hearing: A hearing is executed and called by the Student Honorary Committee. The Committee will discuss and verify the alleged violation with the students facing the accusation and arrive at the suggestions for general penalty. Then the decision will be forwarded to the Head of the Office of Student Affairs for execution. The entire hearing process will be recorded in detail and the results will be recorded into the students' files.
- b. Student Affair Hearing: The Student Affair Committee is responsible for executing and calling this hearing. The Committee should verify the details of the matter addressed in the hearing and decide how to punish the students involved. The penalty includes major punishment. The entire hearing process will be recorded in detail and the results will be recorded into the students' files.

(2) Basic Norms of a Hearing:

- a. The committee members from the students' departments have to avoid the hearing to ensure fairness and objectivity.
- b. The hearing is limited to the related witnesses, the representatives from the student autonomy groups and the counselors of student affairs.
- c. The reported students can seek help from one YZU student. However, under all circumstances, the reported students have to be present in all kinds of hearing. No replacement or substitute will be allowed to a hearing.
- d. The reported students will receive a report listing the charged accounts five working days before the actual hearing.
- e. If the reported students have requested and obtained the agreement from the Committee head, the reported students will receive a list of witnesses who have been invited to the hearing.
- f. The hearing can also request the reported students to provide any witness that they deem necessary to be present to the hearing. The students have to comply to this request.
- g. If the students cannot be present at the hearing, the hearing will still be held to

reach necessary decisions.

- h. The students who have allegedly violated the discipline norms are ensured with the following rights throughout the entire process of a hearing.
 - (a) The final decision of the hearing committee will only be reached after all the procedures are completed.
 - (b) The accused students will hear all stated matters presented in the hearing and have the opportunity to respond to them.
 - (c) The accused students can call related witnesses to respond to the accounts of accusation. Other irrelevant witnesses cannot be present at the hearing as witnesses unless it is permitted by the Committee Chair of the hearing.
 - (d) All procedures and results related to the hearing will be notified in written format.

II. Dispute Procedures and Norms:

All students who do not agree with the penalties given by the Committee regarding their violation of the university discipline norms, they can file a dispute. However, no third party will be able to represent the accused students to file such a dispute. The reasons for the dispute have to be put into the written format. Moreover, if a dispute is not filed within the regulated working days, the original penalties will be executed. Naturally, all penalties will be put on hold when a dispute is filed but not processed. When the Office of Student Affairs receives a dispute claim, based on the types of the penalties (general punishment or major punishment), the Office will suggest the related committee call a dispute hearing to process the dispute claim. The division reaching the original penalty decision will have to provide written answers to the dispute content. The written content may cover the information and explanation quoted in the first hearing.

(1) Dispute Procedures:

- a. Major Dispute: A major dispute refers to the dispute filed for major punishment results. The written dispute should be filed within 10 days after the original penalty results are announced and will be handled by the Student Dispute Committee.
- b. General Dispute: A general dispute refers to the dispute filed for general punishment results. The written dispute should be filed within 5 days after the original penalty results are announced and will be handled by the Student Dispute Committee.

(2) Dispute Norms:

- a. Major Dispute: This type of dispute will be handled based on the “Details for Evaluation Committee of Student Disputes.”
 - (a) A dispute can only be filed under the following two circumstances.

- i. The procedures of the original hearing are wrong and have affected the decisions of the hearing.
 - ii. The students discover more evidence that was not present at the original hearing procedures and this evidence might greatly affect the hearing results.
- (b) The dispute should be filed with a claim form to indicate the following information. The person filing the dispute should sign this form.
- i. The name, gender, department, class, student ID and contact information of the charged students.
 - ii. Reasons and details of the original penalties.
 - iii. The reasons and facts for the dispute.
 - iv. Date information.
 - v. The division processing the dispute.
 - vi. Evidence should be attached.

The dispute cannot be filed jointly.

- (c) Once a dispute is filed, the person filing the dispute can still withdraw it before the result notification is delivered. However, if the person filing the dispute withdraws the claim, no more disputes can ever be filed towards the same penalty decision.
- (d) The dispute claim will be processed based on a written evaluation. If necessary, the person filing the dispute will be called to make statements.
- (e) The processing of a dispute starts on the next day after the dispute claim is received. The result notification should be sent to the person filing the dispute within 20 days.

Clause 5 The character performance of YZU students has the benchmark of 85 points and will be deducted based on the procedures.

Clause 6 If the student behaviors have violated the university regulations, the violations will be handled based on university regulations and the results will be sent to the Office of Student Affairs to record in the students' files.

Clause 7 This set of processing procedures is ratified in the Student Affair meeting and sent for the university affair meeting for approval. Moreover, it is reported to the Ministry of Education for records before announcement and implementation. All amendments require the same procedures.

If any controversies or disputes occurred regarding clauses of the contract, it shall always refer to its Chinese version.