

Yuan Ze University Regulations and Procedures for Student Discipline

June 5, 1998: Approved at the 2nd Student Affairs Guidance Committee Meeting of Academic Year 1997

November 5, 1998: Revised and approved at the 1st Student Affairs Guidance Committee Meeting of Academic Year 1998

December 31, 2001: Revised and approved at the 1st Student Affairs Guidance Committee Meeting of Academic Year 2001

May 6, 2002: Revised and approved at the 2nd Student Affairs Guidance Committee Meeting of Academic Year 2001

November 18, 2002: Revised and approved at the 1st Student Affairs Guidance Committee Meeting of Academic Year 2002

May 21, 2003: Revised and approved at the 4th Student Affairs Meeting of Academic Year 2002

June 25, 2003: Filed at the 2nd University Affairs Meeting of Academic Year 2002

August 8, 2003: Filed with Ministry of Education via Letter No. 0920116359

December 20, 2010: Filed at the 1st University Affairs Meeting of Academic Year 2010

January 2, 2012: Filed at the 2nd University Affairs Meeting of Academic Year 2011

May 21, 2012: Approved at the 4th University Affairs Meeting of Academic Year 2011

July 25, 2012: Filed with Ministry of Education via Letter No. 1010140344

May 8, 2019: Revised and approved at the 2nd University Affairs Meeting of Academic Year 2018

June 10, 2019: Filed with Ministry of Education via Letter No. 1080080909

May 5, 2021: Revised and approved at the 2nd University Affairs Meeting of Academic Year 2020

May 17, 2021: Filed with Ministry of Education via Letter No. 1100067661

May 10, 2023: Revised and approved at the 2nd University Affairs Meeting of Academic Year 2022

June 20, 2023: Filed with Ministry of Education via Letter No. 1120058660

May 21, 2025: Revised and approved at the 2nd University Affairs Meeting of Academic Year 2024

June 24, 2025: Filed with Ministry of Education via Letter No. 1140063172

Article 1 Purpose

To encourage all members of Yuan Ze University (YZU) to cultivate the qualities of self-awareness, self-discipline, self-respect, and self-confidence, the University hereby establishes the “Regulations Governing Student Discipline and Procedures” in accordance with Article 32 of the University Act, promulgated by the Ministry of Education. These regulations shall hereinafter be referred to as “the Regulations.”

Article 2 Discipline Regulations

1. Adhere to the principle of honesty. Acts of fraud, deception, or breach of trust are strictly prohibited. Such acts include, but are not limited to, cheating during examinations, forging or misusing identification documents, using public property for personal purposes, and deliberately providing false information or testimony.
2. Adhere to the principle of self-discipline. Any form of intimidation, threats, defamation, or verbal abuse—whether expressed verbally, through physical violence, or by other means—is strictly prohibited.
3. Adhere to the principle of mutual respect. Acts such as sexual assault, sexual harassment, sexual bullying, disrupting group order, damaging public property, or obstructing official duties are

strictly prohibited.

4. Comply with campus safety regulations. It is strictly prohibited to engage in behaviors that endanger public safety, such as the unauthorized use of electrical appliances, cooking, burning objects, tampering with dormitory safety systems, or possessing prohibited items (e.g., hazardous chemicals, explosives, or firearms).
5. Abide by national laws. The following illegal and disciplinary actions are strictly prohibited: theft; the sale, possession, or use of illegal drugs; use of electronic cigarettes or heated tobacco products; involvement in gang activities; trafficking in stolen goods; gambling; infringement of intellectual property rights; and violation of smoking bans.
6. These Regulations are formulated and enforced by the Office of Student Affairs. Unless otherwise specified, they apply to all currently enrolled students of YZU. In the event of any violation, appropriate disciplinary actions shall be determined and administered in accordance with these Regulations.

Article 3 Disciplinary Actions

Students who violate the University's disciplinary regulations shall be subject to one or more of the following forms of disciplinary action:

1. General Disciplinary Actions:
 - (1) Written warning.
 - (2) Deduction of 5 points from the conduct grade.
 - (3) Deduction of 10 points from the conduct grade.
 - (4) Mandatory reflection service for 10 hours.
 - (5) Mandatory reflection service for 20 hours.
 - (6) Mandatory counseling.
2. Major Disciplinary Actions:
 - (1) Deduction of 15 points from the conduct grade.
 - (2) Deduction of 20 points from the conduct grade.
 - (3) Mandatory reflection service for 30 hours.
 - (4) Mandatory reflection service for 40 hours.
 - (5) Mandatory counseling.
 - (6) Regular observation (conduct grade set at 60 points, with 50 hours of mandatory reflection service).
 - (7) Suspended from school.
 - (8) Expelled from school.
 - (9) Expelled student record.

Article 4: Categories of Disciplinary Actions

1. Students who exhibit any of the following behaviors shall be subject to general disciplinary actions:
 - (1) Causing harm or disturbance to others through acts of fraud, deception, or breach of trust.

- (2) Misusing others' identification, stealing passwords, or lending personal documents to others without authorization.
 - (3) Publicly threatening, insulting, or verbally attacking others.
 - (4) Engaging in inappropriate behavior that disrupts public order or harms others.
 - (5) Deliberately damaging public property or interfering with official duties.
 - (6) Involvement in campus sexual assault, harassment, or bullying, deemed minor by the Gender Equality Education Committee.
 - (7) Cheating in examinations held inside or outside the university.
 - (8) Violating campus smoking regulations, including the use of e-cigarettes or heated tobacco products.
 - (9) Violating other university management rules or engaging in conduct equivalent to the above-mentioned behaviors.
2. Students who exhibit any of the following behaviors shall be subject to major disciplinary actions:
 - (1) Committing general disciplinary violations with serious circumstances.
 - (2) Cheating in examinations inside or outside the university with serious circumstances.
 - (3) Using harassment, violence, or coercion to threaten others' safety or cause harm.
 - (4) Engaging in behavior that damages the university's reputation or endangers campus safety.
 - (5) Involvement in campus sexual assault, harassment, or bullying, deemed serious by the Gender Equality Education Committee.
 - (6) Repeated violations of campus smoking regulations, including persistent use of e-cigarettes or heated tobacco despite warnings.
 - (7) Committing a legal offense and being convicted by a court.
 3. Dismissal from student status under item (7) of the previous paragraph shall be limited to cases where the student is convicted and sentenced to imprisonment by a court.

Article 5 Procedures

The Student Affairs Office's Counseling Section (hereinafter referred to as the Counseling Section) is responsible for handling matters related to student violations of the university's disciplinary regulations and for widely publicizing the rules that may result in disciplinary actions.

Upon receiving a report, the Counseling Section submits the case to the Student Review Committee. If the recommended disciplinary action is classified as a general disciplinary case and there is no objection from the rotating committee member, it will be directly signed and approved.

If there is an objection from a committee member or the involved party regarding a general disciplinary case, or if the case is classified as a major disciplinary case, it shall be resolved through a review and hearing procedure.

During the hearing, other relevant information about the involved party, such as the advisor's opinion and past activity records, may be considered as references for disciplinary recommendations.

The complainant may withdraw the report before the hearing is held. Once withdrawn, the same case may not be resubmitted for review.

1. Review and Hearing Procedures and Regulations:

(1) Review and Hearing Procedures:

The Student Review Committee shall comprehensively consider all evidence presented during the hearing. General disciplinary actions are submitted to the Dean of Student Affairs for decision; major disciplinary actions are submitted to the President. The hearing process must be thoroughly documented and archived.

A resolution on a general disciplinary case requires the agreement of more than half of the attending committee members; a major disciplinary case requires the agreement of more than two-thirds of the attending members.

(2) Basic Review and Hearing Regulations:

a. Committee members with a conflict of interest in the case must recuse themselves. If a party believes a committee member should be recused, they may submit a request with supporting facts and reasons to the committee.

Whether the committee member should be recused shall be decided by the committee.

b. The hearing is limited to relevant witnesses, representatives of student self-governance organizations, and student affairs counselors.

c. In all cases, the accused may seek assistance from a YZU student during the hearing, but this student is not allowed to act as their representative.

d. The accused shall be notified of the allegations at least five working days before the hearing.

e. Upon request and with the chairperson's approval, the accused may obtain the list of witnesses before the hearing.

f. The hearing may require the accused to submit a list of witnesses they wish to invite.

g. If the accused cannot attend the hearing, they may appoint a representative or submit a written statement. If no response is received from the parties involved, the hearing will proceed as scheduled and a decision will be made.

h. Any party accused of violating disciplinary regulations shall be guaranteed the following rights during the hearing:

(a) The right to respond to the facts presented during the hearing.

(b) The right to present relevant witnesses in response to the allegations. Unrelated witnesses may not testify without the chairperson's approval.

(c) The hearing procedures and outcomes will be communicated in writing.

i. For campus gender-related incidents, factual determination shall follow Article 41, Paragraph 1 of the Gender Equity Education Act, based on the investigation report of the university's Gender Equity Education Committee. The university may not use the hearing process to investigate the facts of such incidents. The hearing process shall only address disciplinary actions and statements related to confirmed findings.

Before making a final decision, the Student Review Committee may, in accordance with Article 36, Paragraph 1 of the Gender Equity Education Act, request a representative from the Gender Equity Education Committee to attend and provide explanations, and must give the parties an opportunity to submit written statements.

2. Appeal Procedures and Regulations:

Students who disagree with the disciplinary action may file an appeal in accordance with the “Yuan Ze University Student Appeal Handling Guidelines.” However, third parties are not permitted to file appeals on behalf of the involved student.

3. Implementation of Reflection Service:

(1) Students who are assigned mandatory reflection service as a disciplinary measure must complete it before the end of the following semester, and it will be included in the graduation clearance process.

Failure to complete the service on time will result in an additional 10 hours of reflection service and a deduction of 10 points from the conduct grade per semester.

However, students who take a leave of absence may extend the deadline to the semester in which they resume studies.

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

(3) Upon completion of the disciplinary requirements, the student must submit the reflection service card to the Life Guidance Section for case closure.

Article 6

The conduct grade for students at YZU is based on a standard score of 85 points and shall be deducted according to these regulations.

Article 7

If a student's behavior violates the YZU's academic regulations, the case shall be handled in accordance with these regulations and the academic rules. After the decision is finalized, it shall be submitted to the Student Affairs Office for record-keeping.

Article 8

These regulations shall be implemented upon approval by the University Affairs Council and submission to the Ministry of Education for reference. Any amendments shall follow the same procedure.

In case of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.