

# 文藻外語大學學生操行成績考查辦法

## Wenzao Ursuline University of Languages Guidelines for Assigning Conduct Grades

- 94年04月20日行政會議通過 Approved at the Executive Committee meeting on April 20, 2005  
96年12月18日行政會議修訂通過 Amended at the Executive Committee meeting on December 18, 2007  
99年04月20日行政會議修正通過 Amended at the Executive Committee meeting on April 20, 2010  
99年06月08日學生事務會議修正通過 Amended at the Student Affairs Committee meeting on June 8, 2010  
99年06月18日行政會議修正通過 Amended at the Executive Committee meeting on June 18, 2010  
99年07月19日經校長核定通過 Ratified by the University President on July 19, 2010  
100年06月14日學生事務會議修訂通過 Amended at the Student Affairs Committee meeting on June 14, 2011  
100年07月28日行政會議修訂通過 Amended at the Executive Committee meeting on July 28, 2011  
100年08月29日經校長核定通過 Ratified by the University President on August 29, 2011  
101年06月05日學生事務會議修正通過 Amended at the Student Affairs Committee meeting on June 5, 2012  
101年06月26日行政會議修正通過 Amended at the Executive Committee meeting on June 26, 2012  
101年07月14日經校長核定通過 Ratified by the University President on July 14, 2012  
102年07月29日學生事務會議修正通過 Amended at the Student Affairs Committee meeting on July 29, 2013  
102年08月06日行政會議修訂通過 Amended at the Executive Committee meeting on August 6, 2013  
102年08月15日校長核定通過 Ratified by the University President on August 15, 2013  
102年12月17日學生事務會議通過 Amended at the Student Affairs Committee meeting on December 17, 2013  
103年01月07日行政會議修正通過 Amended at the Executive Committee meeting on January 7, 2014  
103年01月28日經校長核定通過 Ratified by the University President on January 28, 2014  
104年04月20日學生事務會議修訂通過 Amended at the Student Affairs Committee meeting on April 20, 2015  
104年06月02日行政會議修訂通過 Amended at the Executive Committee meeting on June 2, 2015  
104年07月01日經校長核定通過 Ratified by the University President on July 1, 2015

第一條 為確保學生學習效果，建立學生行為規範並培養良好品格，特訂定「文藻外語大學學生操行成績考查辦法」(以下簡稱本辦法)。Article I. The Guidelines for Assigning Conduct Grades (hereinafter “Guidelines”) are enacted to ensure students’ learning results and behaviors so as to cultivate good character.

第二條 學生操行成績之評定，以導師評分再加減獎懲、勤缺分數後，合計實得總分即為學生當學期之操行成績。Article II. Student conduct scores for each semester are calculated based on the scores given by class supervisors and the points added or subtracted for recognitions and disciplinary actions or attendance and absence.

一、學生操行之考核，於每學期結束前評定學生操行成績，再併入學生之獎懲計分、缺曠計分，予以加減核算。Article II. Student conduct scores for each semester are calculated based on the scores given by class supervisors and the points added or subtracted for recognitions and disciplinary actions or attendance and absence.

二、操行成績計算基準如下：

(一) 一般生：基本分(82分)±導師評分(±5分)±獎懲分數-缺曠扣分+全勤分數(3分)。1. Regular students: basic score of 82 points + class supervisor score (± 5 points) ± points for recognitions or disciplinary actions – points for absence + points for full attendance (3 points).

- (二) 定期察看生：基本分(62分)±獎懲分數-缺曠扣分+全勤分數(3分)。  
2. Students on probation: basic score of 62 + points for recognitions and disciplinary actions – points for absence + points for full attendance (3 points).

三、導師評分標準，以82分為基本分(並以+5分至-5分為評分範圍)。C. Scores given by class supervisors start at 82 as the basic score (within the range of plus or minus five points based on a student's daily behaviors, attitudes and character.

四、獎懲計分標準如下：D. Standards for recognitions and disciplinary actions:

(一) 嘉獎乙次加1分，小功乙次加2.5分，大功乙次加7.5分。1. For every commendation, one point is added. For every minor merit, 2.5 points are added. For every major merit, 7.5 points are added.

(二) 申誡乙次扣1分，小過乙次扣2.5分，大過乙次扣7.5分。2. For every warning, one point is deducted. For every minor demerit, 2.5 points are deducted. For every major demerit, 7.5 points are deducted.

五、勤缺考查計分標準如下：

E. Scoring standards for attendances and absences:

(一) 全學期未缺席者加3分。3 points added for a full attendance during the whole semester

(二) 升旗或早自修無故缺席者1次扣0.5分，遲到1次扣0.3分。0.5 point deducted for each absence from morning assemblies or self-studying time without reasons, and 0.3 point deducted for every late arrival.

(三) 上課及重要集會〈班、週會及學校慶典活動...等〉缺課〈席〉1節扣1分。1 point deducted per hour for absence from classes or major assemblies (class or weekly meetings, school ceremonies, etc.).

(四) 上課及重要集會遲到或早退1次扣0.3分。0.3 point deducted every time for being late or leaving early from classes or major assemblies.

遲到、早退、曠課之界定：

Lateness, early leaving and absence:

**1.** 早自修：07時50分至08時為遲到，08時以後為缺席。

Morning self-studying time: arrival between 07:50 and 08:00 is considered as lateness. Arrival after 08:00 is regarded as absence.

**2.** 升旗：07時30分至07時40分為遲到，07時40分以後為缺席。

Morning assembly: arrival between 07:30 and 07:40 is considered as lateness. Arrival after 07:40 is regarded as absence.

**3.** 上課：上課鐘打完後10分鐘內為遲到；超過10分鐘為曠課，下課前10分內離開為早退。

Class: entering within 10 minutes of the ringing of the bell is considered as lateness. Entering 10 minutes late after the ringing of the bell is considered as absence. Leaving 10 minutes before the ringing of the bell is considered as early leaving.

- (五) 病假每節扣 0.1 分，事假每節扣 0.2 分。0.1 point deducted per hour for medical leave, 0.2 point deducted per hour for personal leave.
- (六) 經服務股長提報缺席勞作服務(且未按時完成請假及補掃程序)1 次扣 0.3 分，遲到(逾時 10 分鐘內)1 次扣 0.2 分。0.3 point deducted each time for absence from on campus service reported by service chief (and if the procedures for leave request and makeup hour are not completed on time); 0.2 point deducted each time for being late (10 minutes after the time)
- 第三條 學生操行成績之等第分五等：90 分以上為優等。80 分以上不滿 90 分者為甲等。70 分以上不滿 80 分者為乙等。60 分以上不滿 70 分為丙等。不滿 60 分者為丁等不及格。Article III. Conduct scores are categorized into five levels: Scores above 90 represent exceptional performance. Scores above 80 and below 90 points represent very good performance. Scores above 70 and below 80 points represent good performance. Scores above 60 and below 70 points represent average performance. Scores below 60 points represent failing performance.
- 第四條 導師執行學生操行成績考核，應廣集資料，力求真實客觀。專科部與大學部延修生由各系輔導教官評分；研究所延修生由所長評分。Article IV. When assigning conduct scores, class supervisors should gather information broadly and seek to be truthful and impartial. Students extending their studies beyond regulation time in Junior College and 4-year university programs are assigned grades by the advising military instructors. Graduate students extending their studies beyond regulation time are assigned grades by the chair of the graduate institute.
- 第五條 導師評定學生操行成績（±5 分）標準可依據學生日常生活綜合表現與校內外特殊表現為依據，其參照項目如下：Article V. When assigning conduct grades, class supervisors may consider students' daily behavior and exceptional actions on and off campus. Class supervisors may consider the following factors:
- 一、待人誠信 A. Actions of integrity
  - 二、整潔習慣 B. Habits of tidiness and cleanliness
  - 三、禮節周到 C. Acts of courtesy and politeness
  - 四、班級服務 D. Service to the class
  - 五、院系活動 E. Activities organized by the department or college
  - 六、參與校內外競賽情形 F. Results of participation in competitions on and off campus
  - 七、對學校聲譽之影響 G. Influence on the reputation of the University
- 第六條 學生操行之成績計算，以學期為單位，學生在校肄業期間所受之功過可抵並累積計算，但退學、開除學籍，不得以功過抵銷計算。Article VI. Conduct grades are given per semester. Awards received while enrolled at the University can be accumulated and offset disciplinary actions. However, awards may not be used to offset expulsions and revocations of student status.
- 第七條 操行成績評定結果載明於學期成績單。Article VII. Conduct grades are recorded on semester transcripts.
- 第八條 本辦法經學生事務會議及行政會議通過，陳請校長核定後施行，修正時亦同。Article VIII. These Guidelines become effective upon approval by the

Student Affairs Committee and the Executive Committee, and ratification by the University President. Amendments must follow the same procedure.