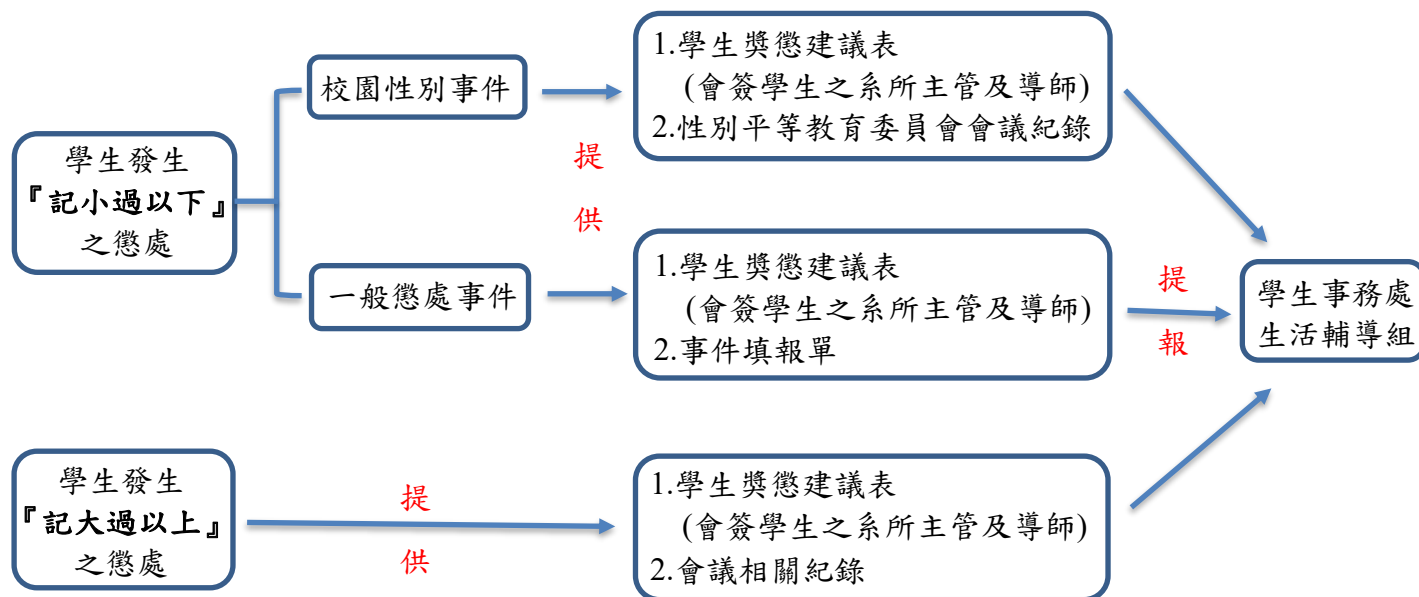


國立成功大學學生懲處案件 填報單位流程說明圖暨事件填報單

113 學年度第 2 次學生獎懲委員會決議通過

一、流程說明圖：

依據本校學生獎懲要點第十六點規定：「十六、學生獎懲之處理程序，依下列規定辦理：（一）學生獎懲案件，均應提經學生事務處生活輔導組，依程序辦理。……」。



二、事件填報單：

填表時間：____年____月____日

受懲學生姓名			
事件發生時間	____年____月____日 上午/下午____時____分	事件發生地點	
事件經過描述			
學生是否承認具 受懲事件之行為	<input type="checkbox"/> 承認 <input type="checkbox"/> 不承認，原因：_____		
是否具佐證資料	<input type="checkbox"/> 具備佐證資料(請檢附於後) <input type="checkbox"/> 不具佐證資料		
填表人簽名			

填表說明：

1. 如多位學生因同事件受懲，則併同填寫一張事件填報單即可。
2. 本表填寫完畢後，敬請連同「國立成功大學學生獎懲建議表」，提報至學生事務處生活輔導組辦理。
3. 本表僅適用於填報單位提報懲處建議前，未召開相關會議審議時使用；如填報單位提報懲處建議前，已召開相關會議審議，則以檢附該會議紀錄為主，本表即不適用。

National Cheng Kung University

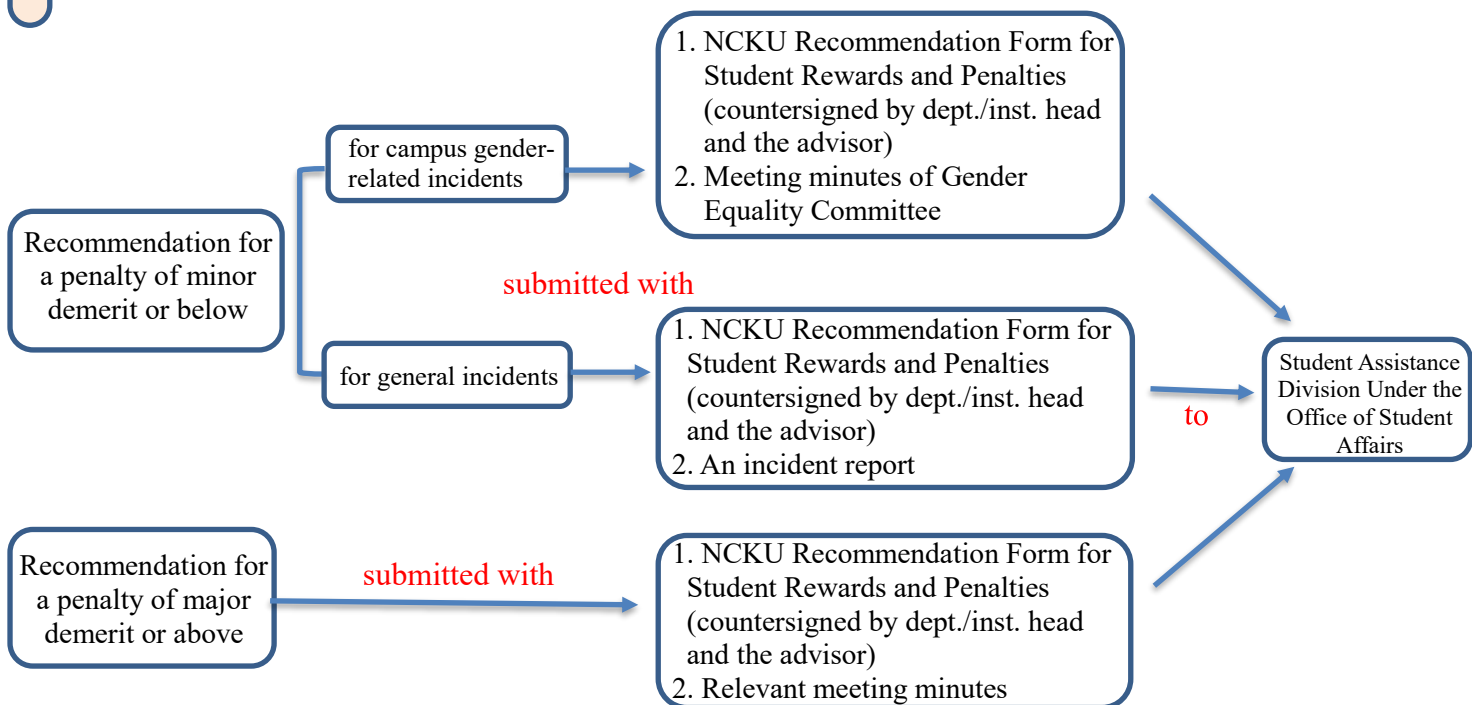
Procedure Flowchart and Incident Report Submission for Recommendations for Student Rewards or Penalties

Approved at the 2nd meeting of the Student Rewards and Disciplinary Committee in the 2024-25 academic year

I. Procedure Flowchart:

According to Direction XVI of NCKU Directions for Student Rewards and Penalties, a student shall be rewarded or disciplined in accordance with the following procedures:

(I) A case of student reward or discipline should be submitted to the Student Assistance Division under the Office of Student Affairs to be further processed.



II. Incident Report:

Date of Report: ____ (mm) ____ (dd) ____ (yyyy)

Student(s) Involved			
Date and Time of Incident	____AM/PM, ____(mm)____(dd)____(yyyy)	Location of Incident	
Incident Description			
Did the student admit to the behavior leading to the penalty?	<input type="checkbox"/> Yes. <input type="checkbox"/> No. Reasons: _____ _____		
Supporting Evidence/Documentation	<input type="checkbox"/> With supporting evidence/documentation (affixed and submitted) <input type="checkbox"/> Without supporting evidence/documentation		
Signature of Reporter			

Instructions:

1. In case of multiple students to be disciplined for the same incident, please complete and submit only one incident report form.
2. Upon completion of this form, please submit it with a completed NCKU Recommendation Form for Student Rewards and Penalties to the Student Assistance Division under the Office of Student Affairs for further administration.
3. This form is only applicable if a relevant meeting is not held by the reporting unit before a punishment proposal is submitted. If a relevant meeting is held by the reporting unit before submission of its punishment proposal, the meeting minutes shall prevail while this form shall not be applicable.