

**Implementation Measures of Shenzhen Institute of Advanced
Technology, Chinese Academy of Sciences for Disciplinary Measures
for Students**

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Chapter I General

Article 1 In order to maintain the normal order of education, teaching, scientific research and life in university, in accordance with the *Higher Education Law of the People 's Republic of China, Provisions on the Administration of Students in Regular Institutions of Higher Education, Provisions on the Administration of Students in Regular Institutions of Higher Education, these Implementation Measures are hereby formulated according to the Regulations on Student Management.*

Article 2 These Regulations apply to all types of students studying at university, including students with academic status at university and students jointly trained with other universities.

Article 3 Based on the corresponding rights and obligations between university and students, the disciplinary sanctions imposed on students who violate laws and regulations should be based on sufficient evidence, clear basis, accurate qualitative analysis, proper procedures and appropriate sanctions. Where there is no sufficient evidence or basis for punishment, no disciplinary action shall be taken against the students. To deal with students' violations of discipline, it is necessary to adhere to justice and fairness, and combine education with punishment. Students have the right to state, defend and appeal in accordance with the prescribed procedures for the identification and handling of violations of discipline.

Chapter II Types of Disciplinary Action

Article 4 The types and duration of disciplinary actions are as follows:

1. Warning for a period of six months;
2. A serious warning for a period of eight months;
3. Recording a demerit for a period of ten months;
4. Probation in university for a period of 12 months;
5. Expulsion from academic status, no time limit.

The time limit for disciplinary action shall be calculated from the date of issuance of the disciplinary document. After the expiration of the student's punishment, the relevant units and departments shall be lifted, and the award evaluation shall be carried out in accordance with the relevant provisions, and shall not be affected by the original punishment.

Article 5 Where a student violates discipline in any of the following circumstances, the student may be given a light punishment:

1. The circumstances are particularly minor, or no serious consequences have been caused;

2. Voluntarily admitting his mistake, truthfully explaining the facts of the mistake, having a profound understanding of the examination, and showing repentance;

3. Being coerced or deceived by others;

4. The student cooperates with university or state organs to investigate and punish illegal and disciplinary behaviors and has made meritorious contributions;

5. Other circumstances that may be given a light punishment.

Article 6 Where a student violates discipline in any of the following circumstances, the student shall be given a severe punishment:

1. Causing serious consequences or adverse effects;

2. Intentionally causing difficulties in investigation, creating obstacles, and obstructing evidence collection;

3. Refusing to admit the wrong facts, or being unreasonably entangled after being punished, with a bad attitude;

4. Coercing or retaliating against the informant, witness or other relevant personnel;

5. Violating the discipline again within the period of punishment;

6. Other circumstances that shall be given a severe punishment.

Article 7 Students who have violated discipline but are exempted from punishment may be criticized by the Student Management Department in the following ways:

1. Admonishing and encouraging them to talk;
2. Ordering to make a statement of repentance;
3. Circulating criticism within university, college, research institute, or academy.

Article 8 Where the punished student violates the discipline again within the time limit of the punishment:

1. The time limit of the punishment shall be the sum of the time limit that has not been executed in the previous period and the time limit stipulated in the new punishment;

2. If a student who has been placed on probation within the time limit of punishment commits a new violation of discipline and should be given any kind of punishment according to these Measures, the student shall be expelled from academic status.

Article 9 Before the decision of punishment is made, if a student who violates discipline has more than two acts that need to be punished, the corresponding punishment shall be determined separately. Where the types of sanctions determined separately are the same, the combined sanction shall be the sanction; and where the types of sanctions determined separately are different, the combined sanction shall be the heaviest sanction.

Article 10 The punished student shall be disqualified from participating in various awards, scholarship evaluation and honorary recommendation of university from the date of the occurrence of the disciplinary violation to the date of the lifting of the punishment, and the awards and honorary titles already obtained shall be revoked, and the bonuses shall be returned.

Article 11 The authority to punish students who violate laws and regulations is as follows:

1. Warning, serious warning, demerit recording and probation shall be decided by university's leaders in charge of student affairs; and expulsion from academic status shall be decided by the principal's office meeting.

2. Under special circumstances, the Student Management Department may directly put forward opinions on the handling of students who violate discipline and submit them to the leaders in charge or principal's office meeting of university for decision.

3. Where students' violations of discipline involve two or more training departments, they can be coordinated by the Student Management Department.

Article 12 The decision of expulsion from academic status should be reported to the higher-level education competent department for record.

Chapter III Violations of Discipline and Disciplinary Action

Acts Against Public Safety and Punishment

Article 13 Students who commit the following acts shall be expelled from academic status:

1. Those who violate the Constitution, oppose the Four Cardinal Principles, disrupt stability and unity, and disrupt social order;

2. Endangering national security, subverting state power, and undermining national unity;

3. Those who incite ethnic division or discrimination, those who use religion to incite hatred or discrimination, or those who publish content related to ethnic discrimination or insult in publications, information networks, and social media.

Article 14 For students who violate laws and regulations and are punished by public security and judicial departments:

1. Those who constitute criminal offenses shall be expelled from academic status;

2. Those who are punished by administrative detention shall be given disciplinary measures such as staying on campus for observation or above;

3. Those who are warned or fined will be given a demerit or above.

Article 15 Students who have one of the following circumstances shall be given a serious warning or more punishment:

1. Those who carry or hold daggers, three-edged knives, switchblades or other controlled knives in public places and fail to turn them in voluntarily according to regulations;

2. Those who take explosive, toxic, radioactive, corrosive substances or infectious pathogens and other dangerous substances out of the prescribed storage place without authorization;

3. Those who know that they are suffering from infectious diseases but conceal their condition, refuse to accept treatment or fail to comply with prevention and control measures;

4. Other acts that are identified as impairing public safety.

Article 16 Students who divulge state secrets shall be placed on probation or above.

Article 17 For students who violate fire safety regulations:

1. Those who use electricity, fire or other violations, resulting in potential safety hazards, will be given a warning or a serious warning depending on the circumstances; and those who refuse to mend their ways despite repeated admonitions will be given a demerit or placed on probation;

2. Those who cause a fire shall be placed on probation or above;

3. Those who misappropriate fire facilities, equipment, and signs, occupy and block fire exits, or violate other fire safety regulations, will be given a warning or above depending on the severity of the situation.

Acts of Infringement of Personal and Property Rights and Their Disposal

Article 18 In addition to bearing the corresponding economic compensation, the students who fight shall be given the following sanctions according to the circumstances:

1. Those who start beating others shall be given a serious warning or more;
2. Those who provoke trouble and cause fights shall be given demerits and above;
3. Those who provide perjury or obstruct the investigation shall be given a demerit or more;
4. Those who injure people with weapons or organize and plan fights shall be placed on probation or above;
5. Those who cause minor injuries to others shall be placed on probation;
6. Those who cause minor injuries to others or above shall be expelled from academic status.

Article 19 In addition to recovering stolen goods and money, students who embezzle public and private property shall be given the following sanctions according to the circumstances:

1. Those who embezzle or misappropriate public funds shall be placed on probation or above;
2. Those who transfer, present or lease the tangible or intangible assets of university to others or dispose of them in other ways without authorization shall be given a demerit or a higher punishment;
3. Those who steal, defraud, rob or embezzle public or private property or participate in the division of stolen goods shall be given a demerit or more;
4. Those who extort money from others or illegally accept other people's property shall be given demerits and above.

Article 20 Students who intentionally damage public property (including laboratory equipment, instruments, library books and periodicals, study or dormitory living utensils and other public property of university) shall be given more than a serious warning in addition to compensation at the original price.

Article 21 Students who violate the operating rules of experiments and internships, violate the relevant safety management regulations of university, and negligently cause losses to the property of the state, university or others shall be given warnings and above sanctions.

Article 22 Students who insult, intimidate, spread rumors, slander, frame others and interfere with the normal study, work and life of others shall be given serious warnings and above punishments.

Article 23 Students who conceal, destroy, dismantle or illegally dispose of other people's notification documents, mail and letters shall be given serious warnings and above sanctions.

Article 24 Students who peep, videotape, eavesdrop and disseminate other people's privacy shall be given serious warnings and above punishments.

Article 25 Students who sexually harass others through language, text, images, behavior, etc., track or molest others, or intentionally expose sensitive parts of the body in public places shall be given a serious warning or above punishment.

Article 26 Other acts that are deemed to infringe upon personal and property rights in public places shall be punished according to the seriousness of the consequences.

Acts and Punishments that Damage Reputation or Rights and Interests of the State and university

Article 27 Students who harm the authority of the Central Committee of the Communist Party of China, the socialist system with Chinese characteristics, violate the Party's line, principles, and policies, or harm national interests, national interests, people's interests, or social public interests, shall be given disciplinary action of demerit or above depending on the severity of the circumstances. Students who cause serious consequences shall be expelled from academic status.

Article 28 Students who have committed the following acts that damage the reputation of university shall be given a warning or more punishment:

1. Publicly using the name or logo of university on signboards, advertisements, posters, documents and other publicity materials or on the Internet without permission, causing adverse effects;

2. Participating in activities in the name of university and its relevant units and departments, student organizations, etc. without authorization, publishing announcements, news, or making irresponsible promises, causing adverse effects;

3. Having committed other acts damaging the reputation or interests of university and causing adverse effects.

Article 29 Students who transfer or permit others to use the intellectual property rights of university without permission, or disclose the scientific and technological achievements and technical secrets of university, or commit other acts in violation of the relevant provisions of the intellectual property rights of university, thus causing losses to the rights and interests of university, shall be given a demerit or more.

Acts and Punishments for Disturbing Public Order and Violating university's Management Regulations

Article 30 Students who disturb public order and have one of the following circumstances shall be placed on probation or above:

1. Organizing or participating in unauthorized marches or demonstrations;
2. Publishing or forwarding wrong views, or fabricating and disseminating false or bad information;
3. Organizing, establishing, joining illegal social groups or organizations, and engaging in illegal activities;
4. Participating in pyramid schemes, feudal superstitious activities, gambling, or drug use;
5. Engaging in prostitution and solicitation of prostitution;
6. Disseminating illegal books, periodicals, text, audio, and video materials;
7. Inciting, organizing or plotting to disrupt the order of university's management or disturb social order.

Article 31 Students who disturb public order and have one of the following circumstances shall be given a warning or more punishment:

1. Obstructing state officials or college administrators from carrying out their official duties in accordance with the law or university's rules and discipline;

2. Producing, copying, selling, renting or disseminating obscene materials, and writing obscene words, calligraphy and painting in public places;

3. Provoking trouble due to the evaluation of academic performance, the change of student status, the award and punishment, etc.;

4. Organizing or participating in religious activities in university and refusing to listen to dissuasion;

5. Forging, altering, falsely claiming, falsely using or transferring various certificates or certification documents;

6. Practicing fraud, defrauding the honorary title of university, defrauding free medical care or medical insurance expenses;

7. Falsely using the name of another person, infringing upon the interests of another person, causing adverse effects or losses;

8. Having excessive drinking behavior and still refusing to change after criticism and education;

9. Other acts that are harmful to the image of college students, contrary to social morality or public order and good customs.

Article 32 For students who violate the regulations of student dormitory management:

1. Those who put up non-members of the dormitory without authorization shall be given a warning or above;

2. Those who change dormitories or beds without authorization shall be given warning and punishment;

3. Those who occupy dormitories or beds without authorization shall be given a demerit or above;

4. Those who rent beds shall be given demerits and above;

5. Those who disturb the order of dormitories (make loud noises, indulge in electronic chess and cards and other games), do not listen to dissuasion, and affect the normal study and life of other people, shall be given a warning or more punishment;

6. Those who raise pets in violation of regulations and do not listen to dissuasion will be given warnings and above punishments;

7. Those who change the structure of student dormitories (apartments) and change the door locks without authorization will be given a warning; and if the circumstances are serious, the students will be given a serious warning or more;

8. Those who violate the management regulations of student dormitories, have been criticized and educated for being ineffective, or have caused adverse effects or consequences, will be given a warning or above.

Article 33 For students who violate the regulations on the management of student groups:

1. Those who carry out illegal activities in the name of legitimate student organizations shall be given demerits and above;

2. Those who organize and establish unauthorized organizations and carry out activities shall be given a serious warning or more punishment;

3. Those who violate the regulations on the management of student organizations and cause serious consequences shall be given a serious warning or more punishment.

Article 34 For students who violate the relevant regulations on the use of the network:

1. If the student lends or sublets his right to use the network resources on campus to others, causing adverse effects or serious consequences, the student shall be given a warning or the above punishment;

2. Those who embezzle or fraudulently use other people's Internet user accounts or college information service user accounts shall be given a serious warning or more punishment;

3. Those who engage in or assist in activities that endanger network security, including intruding into other people's computers and networks, interfering with the normal functions of other people's networks, and stealing network data, will be given a serious warning or above punishment;

4. Those who use the Internet to produce, copy, consult and disseminate false information, bad information or illegal information shall be given a serious warning or more punishment;

5. Those who violate other laws and regulations on Internet management or the relevant management regulations on campus network will be given a warning or above according to the seriousness of the case.

Article 35 For other students who violate the relevant provisions of college-level and department-level documents on teaching management, campus order, laboratory safety and dormitory management, affect the order of university's education and teaching, life and public place management, or have other serious violations of ethics and social conduct and discipline and cause adverse effects, can be punished according to the seriousness of the circumstances and the degree of influence with reference to similar provisions in these Measures.

Violation of Study, Examination or Academic Discipline and Punishment

Article 36 For students who violate regulations in national or regional exams organized by national and local governments and their authorized institutions, as well as in other levels and types of educational exams organized by university:

1. Those who violate exam discipline but do not constitute cheating will be given a serious warning or above punishment;
2. Those who cheat alone will be given a demerit or higher punishment;

3. Those who replace others or allow others to take the exam on their behalf, organize cheating, use communication equipment or other devices to cheat, sell exam questions or answers to others for profit, and engage in other serious cheating or disrupting exam order behaviors shall be expelled from academic status.

Article 37 For students who have been identified by university as having committed academic misconduct during the semester:

1. Those who engage in plagiarism, tampering, and forgery in their graduation/thesis, publicly published dissertations, or research results, and whose circumstances are serious, will be expelled from academic status;

2. Those who purchase or sell graduation/degree theses, have others write dissertations on their behalf, or organize the sale or writing of dissertations on their behalf, will be expelled from academic status;

3. Those who plagiarize, conceal, or forge experimental, observational, or computational data shall be punished with a demerit or above;

4. Those who, due to personal reasons, submit the same research results to multiple publishing institutions for publication or submit multiple publications for publication, resulting in multiple submissions of the same article, shall be punished with a demerit or above;

5. Those who disseminate unpublished experimental, observational, or computational data and results without authorization shall be punished with a demerit or above;

6. Those who have made creative contributions are excluded from the author list, or are included in the author list without their consent, or those who should not have the right of authorship are included in the author list, and those who unreasonably request the identity or ranking of authors or co authors, or obtain the identity of authors or co-authors of other people's works by other means without the permission of the original author, will be punished with demerits or above;

7. Those who are deemed to have engaged in academic misconduct according to relevant regulations shall be punished with a demerit or higher.

Article 38 Students who violate one of the disciplines of course learning shall be given the following sanctions according to the circumstances:

1. Those who plagiarize course assignments, reports and papers shall be given demerits and above;
2. Those who disturb the classroom or laboratory teaching order and do not listen to dissuasion shall be given warnings and above punishments;
3. Those who tamper with their academic achievements or obtain their achievements by improper means shall be given demerits and above.

Article 39 In the teaching and scientific research activities of university, those who are unable to participate on time shall ask for leave in advance and obtain approval, except for force majeure and other reasons that cannot be attributed to themselves. Students who are absent without justified reasons and without approval shall be punished according to the following circumstances:

1. Those who are absent from university for less than five working days without reason shall be given a notice of criticism or even a serious warning;

2. Those who are absent from university for five to ten working days without reason shall be given a demerit or above;

3. Those who have been absent for more than ten working days shall be expelled from university in accordance with the *Regulations on Student Management*.

Chapter IV Disciplinary Procedures

Article 40 Disciplinary sanctions shall be imposed on students, and the investigation procedures shall be carried out by the training department where the students are located. In the process of investigation and evidence collection, the investigation records, the facts stated by the parties and the evidence materials shall be complete and standardized.

Article 41 The following evidence, after verification, can be used as the basis for punishing students:

1. Documentary evidence;
2. Material evidence;
3. Testimony of witnesses;
4. Statements of the client;
5. Audio-visual materials;
6. Expert conclusions;
7. Records of investigation and on-the-spot records;
8. Other materials recognized by law as evidence.

Article 42 Where the Student Management Department discovers through investigation that a student has suspected illegal or criminal behavior, the student should be promptly transferred to the public security or judicial authorities.

Article 43 The Student Management Department shall inform the student of the facts, reasons and basis of the proposed punishment after carrying out the prescribed investigation procedures for the student who has violated the discipline and forming the proposed punishment opinions; shall inform the student of the right to make statements and defenses; and shall not aggravate the punishment on the grounds of his defense.

Article 44 Where the facts of the student's violation of discipline are clear, the evidence is sufficient, the basis is clear, and the student himself has no objection to the proposed punishment and declares that he will not appeal, the decision of punishment may be made directly according to the authority of punishment.

Article 45 Where a student who intends to be punished applies, a disciplinary demonstration meeting shall be held to hear the student's statement and defense as well as other relevant comments.

Article 46 The student to be punished shall have the right to entrust one or two faculty and students who are familiar with the situation of university to participate in the demonstration meeting of punishment as an agent within the prescribed time after receiving the notice of the disciplinary demonstration meeting held by the Student Management Department.

Article 47 The disciplinary demonstration meeting shall be presided over by university's leader in charge of student affairs. Representatives of the Student Management Department, representatives of the student's unit or department or representatives of the student union, the students to be punished and their acting defenders, as well as the investigators of the incident, will participate in the disciplinary demonstration meeting. Through the procedures of investigation, defense and discussion, the decision or suggestion of punishment shall be formed in accordance with the authority of punishment decision stipulated in Article 11 of these Measures.

Article 48 The disciplinary demonstration meeting shall comply with the following provisions:

1. The representative of the Student Management Department shall objectively put forward the types of punishment to be imposed on the basis of facts and the relevant provisions of these Measures;

2. The student to be punished or his/her attorney has the right to make a statement and defense;

3. Where the chairman of the meeting determines that the facts, reasons and evidence put forward by the students to be punished or their acting defenders need to be reviewed, he may announce the adjournment of the demonstration meeting and instruct the student management department to put forward the review comments and resume the meeting at a later date;

4. The student to be punished or his or her deputy shall withdraw after the statement and defense, and the demonstration meeting shall conduct a collegial discussion to form a decision or suggestion on the punishment.

Article 49 At the demonstration meeting, the students to be punished and their acting defenders have the following rights and obligations:

1. Have the right to state and defend the relevant circumstances of the incident involving the student to be punished;

2. Have the right to cross-examine the evidence presented by the investigators of the incident and to present new evidence;

3. Have the right to express their opinions on the applicable provisions of disciplinary sanctions;

4. Have the right to truthfully state the fact that the student to be punished violates the law, regulations or disciplines;

5. Truthfully answer the questions of the host;

6. Observe the discipline of the demonstration venue and obey the command of the host of the demonstration meeting.

Article 50 After making the decision of punishment, university should make the decision document of punishment for the punished students in time. The following items shall be specified in the decision document on punishment:

1. The name, sex, age, major, student number and other basic information of the punished student;

2. The facts of violation of discipline identified;

3. The reasons and basis for the application of the punishment;
4. The decision on the punishment and the time limit for the punishment;
5. The means and time limit for the punished student to lodge an appeal.

Article 51 After the punishment decision document is issued, the Student Management Department shall deliver the punishment decision document to the punished student within ten working days and sign for it. If the student refuses to sign for it, the document can be served by lien; if the student has left, the document can be served by mail; if it is difficult to contact the student, the student can be served by announcement through websites, news media, etc. After ten working days from the date of publication of the announcement, the document shall be deemed to have been served.

Chapter V Appeal

Article 52 Where a student has any objection to the decision on punishment, he or she may, according to the type of punishment he or she has received, appeal to the student complaint handling committee of university that has made the decision on punishment (the student who has appealed is hereinafter referred to as the appellant):

1. The student complaint handling committee of university is composed of seven to nine members, including the leaders in charge of university, the student management department, the discipline inspection and supervision department, the heads of the relevant institutions responsible for legal affairs, the representatives of teachers and students, and the office is located in the Student Management Department;

2. The meeting attended by two-thirds of the members of the student complaint handling committee shall be valid, and the meeting without student representatives shall be invalid; the conclusion made by the student complaint handling committee meeting shall be valid only with the consent of two-thirds or more of the participants.

Article 53 The appellant shall submit a written appeal within ten working days from the date of receiving the decision on punishment. The student complaint handling committee shall review the complaint lodged by the appellant, and make a conclusion of the review and inform the complainant within 15 working days from the date of receiving the written complaint; Where the situation is complicated and the conclusion cannot be reached within the prescribed time limit, it may be extended for 15 days with the approval of university or the head of the relevant unit or department. Where the student complaint handling committee deems it necessary, it may recommend that the implementation of the relevant decision be suspended.

After review, the student complaint handling committee considers that the facts, basis and procedures for handling or punishment are inappropriate, and may make a review opinion suggesting revocation or alteration, and request the relevant units to study and make a new decision on punishment.

Article 54 Students who have objections to the reexamination decision shall submit a written appeal within 15 working days from the date of receiving the review decision. If the review decision is made by the relevant units and departments, they may submit a written appeal to university, and university shall deal with and reply to the appellant's questions within 30 working days from the date of receiving the student's written appeal; and the review decision shall be made by university, a written appeal can be submitted to the higher education administrative department.

Article 55 During the appeal period, except for the punishment of expulsion from academic status, the original punishment decision shall be implemented as usual. A student who has been expelled from academic status shall go through the formalities for leaving within ten working days after the service of the decision on punishment. If an appeal is lodged, the time for going through the formalities for leaving shall be extended to ten working days after the service of the decision on reconsideration. Those who fail to do so within the time limit shall be handled and recorded by the designated personnel of university. university shall deal with the aftermath in accordance with the relevant regulations.

Article 56 Where a student fails to appeal within the time limit, the student complaint handling committee will no longer accept the appeal.

Chapter VI Cancellation of Punishment

Article 57 If the punished student performs well and does not violate the law and discipline again within the period of punishment, the disciplinary action taken will be automatically terminated upon the expiration of the punishment period.

If the punished student violates discipline again within the period of punishment, the punishment may be cancelled if he or she performs well after the expiration of the period of punishment.

If a disciplined student graduates, completes or withdraws from university within the punishment period, the punishment will be automatically terminated.

Article 58 After the student's punishment is canceled, the award and evaluation shall be carried out in accordance with the relevant provisions of university, and shall not be affected by the original punishment.

Chapter VII Bylaw

Article 59 After the punishment is given to the students who have violated the laws and regulations:

1. The punishment given to the students can be notified within the appropriate scope on the premise that the students are informed and do not involve their privacy, so as to show vigilance;

2. The Student Management Department shall keep all the original materials, including the investigation record, personal statement, demonstration meeting record, punishment proposal, punishment decision and relevant certification materials, and file them in accordance with the relevant provisions;

3. Students who have been expelled from academic status should receive a study certificate from university.

Article 60 All the texts necessary for the investigation and punishment procedures in the process of imposing disciplinary sanctions on students shall use the standard format of the text of the disciplinary punishment procedures for students in the appendix to these Measures.

Article 61 The Student Management Department shall, in accordance with these Measures, be responsible for the implementation of relevant work to punish students who violate discipline:

1. Relevant management regulations may be formulated in accordance with the *Regulations on Student Management* and these Measures and in light of the specific circumstances, and shall come into effect after being submitted to university for record and approval;

2. The management regulations that have not been announced to students shall not be used as the basis for the punishment of students.

Article 62 Students who violate laws and regulations during social activities such as teaching practice, social practice and on-the-job training, as well as during holidays and suspension from university, shall be given disciplinary sanctions in accordance with these Measures.

Article 63 Where a student violates the laws of their country or region abroad, university shall give corresponding punishment or punishment depending on the severity of the situation.

Article 64 For students who violate laws and regulations, before making a decision on punishment, if the students themselves apply for withdrawal, they may not be punished after approval by university.

Article 65 Disciplinary sanctions against students from Hong Kong, Macao, Taiwan and overseas Chinese, overseas students and graduate students of non-academic education who receive academic education in university shall be implemented with reference to these Measures.

Article 66 The Students' Affairs Department shall be responsible for the interpretation of these Measures, which shall be implemented as of the date of issuance.

Attachment: Standard Format for Student Disciplinary Procedure Text

1. Investigation record
2. Statements of the student
3. Minutes of the Disciplinary Punishment Demonstration Meeting of Students
4. Minutes of the hearing on the punishment of expulsion from academic status
5. Notice of disciplinary action against students
6. Notice of student's disciplinary decision
7. Notice of expulsion from academic status
8. Student's appeal for disciplinary action
9. Notice of student appeal reconsideration decision

Attachment 1

Investigation record

Date: DD/MM/YYYY xx:xx Location: _____

Name of student to be investigated: _____ Age: _____ Gender: _____ Student No.: _____

Training level: _____ Major: _____

Name of student to be investigated: _____ Unit: _____

Name of student to be investigated: _____ Unit: _____

Content:

Signature of student to be investigated:

Signature of investigator:

YYYY MM DD

YYYY MM DD

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Attachment 2

Statements of the student

Date: DD/MM/YYYY xx:xx Location: _____

Name of client: _____ Age: _____ Gender: _____ Student No.: _____

Training level: _____ Major: _____

Address: _____

Statement:

Signature of person making statement:

YYYY MM DD

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Attachment 3

Minutes of the Disciplinary Punishment Demonstration Meeting of Students

Date: DD/MM/YYYY xx:xx Location: _____

Name of student to be punished: _____ Age: _____ Gender: _____ Student No.: _____

Training level: _____ Major: _____

Address: _____

—

Host name: _____ Title: _____

Name of participant (1): _____ Title: _____

Name of participant (2): _____ Title: _____

Name of participant (3): _____ Title: _____

Name of participant (4): _____ Title: _____

Name of participant (5): _____ Title: _____

Name of participant (6): _____ Title: _____

_____ Acting defender of the student to be punished: _____

Contents of the meeting:

Resolutions of the meeting:

Signatures of participants:

YYYY MM DD

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Attachment 4

Minutes of the hearing on the punishment of expulsion from academic status

Date: __DD/MM/YYYY__ __xx:xx__ Location: _____

Name of applicant for hearing: _____ Age: _____ Gender: _____ Student No.: _____

Training level: _____ Major: _____

Address: _____

—

Host name: _____ Title: _____

Name of participant (1): _____ Title: Entrusted

agent _____

Name of participant _____ (2): _____ Title: _____

Name of participant _____ (3): _____ Title: _____

Name of participant _____ (4): _____ Title: _____

Name of participant _____ (5): _____ Title: _____

Name of participant _____ (6): _____ Title: _____

Name of participant _____ (7): _____ Title: _____

_____ (8): _____ Title: _____

Name of participant _____

Contents of the meeting:

Resolutions of the meeting:

Signatures of participants:

YYYY MM DD

Signature of recorder:

Attachment 5

Notice of disciplinary action against students

Date: __ DD/MM/YYYY __ xx:xx ____ Location: _____

Student name: _____

It is hereby to inform you that after investigation, it has been confirmed that your behavior of _____, as stated in Paragraph _____, Article _____ of the *Regulations on Student Management* and Paragraph _____, Article _____ of the *Regulations on Disciplinary Action against Students*, has been investigated and it is proposed to impose a disciplinary action on you.

According to Article 52 of the *Regulations on Disciplinary Action against Students*, you have the right to appeal, and you or your entrusted agent shall submit a written appeal to the student complaint handling committee within 5 (10) working days from the date of receipt of this Notice. Where a student entrusts an agent to make a statement and defense, the identity and authority of the agent shall be confirmed in the form of a written power of attorney.

Signature of student:

Signature of notifier:

DD/MM/YYYY

DD/MM/YYYY

Attachment 6

Notice of student's disciplinary decision

Date: __DD/MM/YYYY__ __xx:xx__ Location: _____

Student name: _____

Your _____ behavior _____ of _____, which has been verified to be true, has been discussed and decided to impose a disciplinary action of _____ on you in accordance with Paragraph _____, Article _____ of *Regulations on Student Management* and Paragraph _____, Article _____ of the *Regulations on Disciplinary Action against Students*, we hereby submit the documents issued by university to you for your signature.

According to Article 52 of the *Regulations on Disciplinary Action against Students*, you have the right to appeal, and you or your entrusted agent shall submit a written appeal to the student complaint handling committee within 5 (10) working days from the date of receipt of this Notice. Your appeal will not be accepted if it is overdue. Where a student entrusts a defender to make a statement and defense, the identity and authority of the defender shall be confirmed in the form of a written power of attorney.

Signature of student:

DD/MM/YYYY

Signature of deliverer:

DD/MM/YYYY

Attachment 7

Notice of expulsion from academic status

Date: DD/MM/YYYY xx:xx Location: _____

Student name: _____

It is hereby to inform you that after investigation, it has been confirmed that your behavior of expulsion from academic status, as stated in Paragraph _____, Article _____ of the *Regulations on Student Management* and Paragraph _____, Article _____ of the *Regulations on Disciplinary Action against Students*, has been investigated and it is proposed to impose a disciplinary action on you.

According to Article 49 of the *Regulations on Disciplinary Action against Students*, you have the right to request a hearing. You or the entrusted defender shall submit a written application to the Student Management Department within five working days from the date of receipt of this *Notice*. Where a student entrusts a defender to make a statement and defense, the identity and authority of the defender shall be confirmed in the form of a written power of attorney.

Signature of student:

DD/MM/YYYY

Signature of notifier:

DD/MM/YYYY

Attachment 8

Student's appeal for disciplinary action

Name of appellant: _____ Age: _____ Gender: _____ Student No.: _____

Training level: _____ Major: _____

Class: _____ Contact

information: _____

Appeal time: DD/MM/YYYY xx:xx

Contents of the appeal (including the matters, reasons, factual basis and requirements of the appeal):

Signature of appellant:

DD/MM/YYYY

(Page of)

Attachment 9

Notice of Student Appeal Review Decision

Student name: _____

We have received your written appeal submitted on DD/MM/YYYY. In accordance with the provisions of the *Regulations on Disciplinary Action against Students*, after the study of the student complaint handling committee on DD/MM/YYYY, the decision is as follows:

I. Regarding the decision to impose a punishment of _____ on you (file No.: _____), a Type _____ review decision will be made, which includes the following types of review decisions:

Type A: the original disposal decision has proper procedures, sufficient evidence, clear basis, accurate nature, appropriate punishment, and maintains the original disposal decision.

Type B: The original disposition decision (probation and the following disposition) is based on errors, unclear facts, illegal procedures, inappropriate disposition or errors, and a written opinion is submitted to the original disposition decision unit.

II. According to Article 54 of the *Regulations on Disciplinary Action against Students*, if you have any objection to this review decision, you may submit a written appeal within 15 working days from the date of receiving this review decision. Where a student entrusts a defender to make a statement and defense, the identity and authority of the defender shall be confirmed in the form of a written power of attorney.

It is hereby notified.

Signature of student:

Official seal of review unit

DD/MM/YYYY

DD/MM/YYYY