

# 銘傳大學導師電子公報(第 028 號)

Ming Chuan University

## Class Advisor Electronic Bulletin

發文單位：學務處  
Student Affairs Division

中華民國 109 年 10 月 30 日

October 30, 2020

適用月份：◎11 月份

**Applicable Months: ◎November**

適用使用對象：◎大學部 ◎研究所 ◎碩士在職專班

**Intended Audience: ◎Undergraduate ◎Graduate ◎Graduate  
Work-experience Programs**

敬愛的導師您好：

Dear Class Advisors:

本學期期中考將於 11 月 9 日至 11 月 13 日舉行，本校向來秉持嚴管勤教的教學理念，故凡考試違規經查證屬實者，均依學生獎懲規定予以處分。敬請導師利用班會時間叮嚀同學除把握時間準備功課外，考試時務須遵守考試規則，且勿請人代考或心存僥倖鋌而走險，以免誤犯校規，斷送美好的前途；並請多加宣導下列事項：

Mid-term examination week is from November 9 to 13, 2020. The university holds to the educational philosophy of strict discipline and diligent teaching. Students who are shown through actual evidence to have cheated during examinations will be punished in accordance with Student Merit and Demerit Procedures. We would like to ask class advisors to remind students to make good use of their study time and obey examination regulations when taking an examination. Student must not ask others to take the examination on their behalf or try to violate the regulations. Please help to communicate the following announcements to students.

- 一、進入考場務必將行動電話關機，並檢查口袋是否有不必要的紙張，桌面上是否有字跡，座位下及四週不可放置書本及講義，若有須立即清除或擦拭乾淨，否則視同違規論處

『輕者留校察看，重者勒令退學』。

1. Once entering the examination classroom, students are required to turn off their cell phones, check if there are any unnecessary sheets of paper in their pockets and if there is any writing on their assigned desk. Textbooks and handouts are not allowed to be put under or around the chairs. These should be removed immediately, as, if there are signs of writing, textbooks or handouts, students will be deemed to be cheating. Upon investigation, punishment for cheating may range from Observation to 2nd Level Expulsion.

二、期中考期間「一般事假」停辦，惟公、病、住院、喪、產、特殊事故或意外傷害無法應試者除外，然須檢附證明文件（因病者須附政府核定之醫療機構證明書），方能准假，且請假手續須在該科目缺考日起二日內(含缺考日)辦理完成。

2. Students are not allowed to apply for “personal leave” during the Mid-term examination period. Students who need to apply for official leave, sick leave, hospitalization leave, compassionate leave, maternity leave or special leave must submit related documents (Sick leave will only be approved by the university when proof of injury or illness is presented that has been issued by medical institutions that have been approved by the government.) and apply for a special case absence on an examination day and complete the procedure for absence within two days of missing an exam (including the examination day).

三、貴班學生如因「居家檢疫」無法考試，並經任課老師同意考試請假者，請在「居家檢疫」結束返校上課七日內，繳交相關證明文件至台北校區生輔組或桃園校區學務組辦理。

3. If students cannot attend exam during home quarantine period, they can take IDC Leave (Special Leave for Infectious Disease Control) after receiving approval from the course teacher. These students must submit related required documents of IDC Leave to Taipei Campus Student Advising Section of Student Affairs Division (or

Student Affairs Section on Taoyuan Campus) within 7 days after returning to school.

四、請同學於考試期間以學業為重，勿輕易請考試假，以免影響學業成績。

4. Students are required to respect the importance of examinations and not to take leaves lightly to avoid affecting their studies.

學務處生輔組 敬啟

109 年 10 月 30 日

Best Regards,

Student Advising Section of Student Affairs Division

October 30, 2020