

長榮大學學生自新銷過辦法

Chang Jung Christian University

Regulations Governing the Efforts of Students in the Correction of Mistakes

88.04.23 學生事務委員會會議通過
04-23-1999 Approved by the Student Affairs Committee Meeting
91.12.29 學生事務委員會會議修正通過
12-29-2002 Amended and Approved by the Student Affairs Committee Meeting
102.03.04 101 學年度第 3 次學生事務委員會會議修正通過
03-04-2013 Amended and Approved by the 2012 third Student Affairs Committee Meeting
105.12.20 105 學年度第 1 次學生事務委員會會議修正通過
12-20-2016 Amended and Approved by the 2016 First Student Affairs Committee Meeting

第一條 依據：本校學生獎懲辦法訂定本辦法。

Article I: Normative Reference: These Regulations are instituted in accordance with the “Regulations Governing the Reward and Punishment of Students” of the university.

第二條 目的：本辦法之目的在鼓勵學生改過自新、奮發向上及敦品勵學，並發揮輔導積極功能。

Article II: Purpose: These Regulations aim at the encouragement of students to realize their mistakes and take corrective action, commit effort in studying, and exhibit proper behavior as the outcome of the supervision function of students.

第三條 對象：凡受懲罰記錄之學生，深具悔意者，可依本辦法提出申請註銷其記錄。

Article III: Targets: Students who have been punished and feel regret for what they have done may petition with the university for the removal of the record of punishment.

第四條 申請程序：

Article IV: Application Procedure:

一、於懲罰發布一個月內（寒、暑假期間不計），至學生事務處生活輔導組領取銷過申請表向所屬系主任及班級導師報到，經相關人員簽署後送生活輔導組查核，大過以上陳學生事務長核定；小過（含）以下得由生活輔導組組長逕予核定之。

1. Students may obtain an application form for the petition of removing the record of punishment from the Student Life and Residential Services Section of the Office of Student Affairs and report to the department dean and class tutor within one month after the announcement of the penalty (the duration of Winter and Summer holidays are excluded). The conformation of related personnel by affixing their signatures to the application is required subject to the approval of the Student Life and Residential Services Section. For students whose record is a demerit or more severe punishment, the approval of the Dean of Student Affairs is required. Students whose record is a black mark or less shall be subject to the approval of the Director of the Student Life and Residential Services Section.

二、由學生事務處生活輔導組安排相關之愛校服務，輔導課程包括義工服務、環境打掃及相關輔導書籍閱讀，並通知系主任及導師。

2. The Student Life and Residential Services Section of the Office of Student

Affairs will then arrange for the students concerned to engage in Love-the-University community service. The counselling will also include volunteer service, environmental cleaning and the reading of related books of counselling with notification to the department dean and class tutor.

第五條 自新銷過：

Article V: Correction of Mistakes:

一、已受懲罰學生，經導師考察確有改過自新之具體事實，且未再犯任何校規，並接受定期時數之愛校服務（由生活輔導組負責）者，得由導師及學生事務處生活輔導組提出學生自新銷過輔導意見表，大過銷過者另提交學生獎懲委員會審議通過註銷紀錄。

1. Students who have been punished shall be subject to the assessment of the class tutor who in turn will prove the students concerned have made efforts in the correction of mistakes, have not violated any other University Regulations again, and have received specific hours of the Love-the-University community services (the Student Life and Residential Services Section shall be responsible for the arrangement). After this stage, the class tutor and the Student Life and Residential Services Section of the Office of Student Affairs shall express their opinion in documents for the students making correction of mistakes. Students with a record of demerit shall be subject to the resolution of the Student Disciplinary Committee for removal of the record.

二、愛校服務輔導類別及時數：

2. Types and duration of Love-the-University Service Counselling:

(一) 申誡一次者：10 小時；申誡二次者：18 小時。

A) One Admonition: 10 hours; two admonitions: 18 hours.

(二) 小過一次者：25 小時；小過二次者：40 小時。

B) One Black Mark: 25 hours; two black marks: 40 hours.

(三) 大過一次者：50 小時；大過二次者：100 小時。

C) One Demerit: 50 hours; two demerits: 100 hours.

三、凡受懲處或須接受相關輔導課程者，完成該課程後，其輔導課程時數得併入愛校服務輔導時數。

3. For students who have been punished or must receive related counselling programs, the hours spent on counselling shall be counted as an integral part of the hours for the Love-the-University community service.

第六條 考核原則：

Article VI: Principles of Assessment

一、銷過註銷須經愛校服務完成後，始可由自新銷過學生提出。

1. Students must complete the Love-the-University community services before petition for the removal of a record of punishment.

二、申請銷過者，除完成愛校服務輔導課程並表現優良外，註銷大過應經學生獎懲委員會通過，且在考察期間有記嘉獎以上之獎勵。

2. Students who petition for the removal of a record of punishment shall complete the program of Love-the-University counselling with sound performance. Students who petition for the removal of a record of demerit shall be subject to the approval of the Student Disciplinary Committee and also must earn an award of citation or higher during the probation period.

三、受懲處學生於註銷懲戒處分後，再犯同類過失者，不得提出銷過申請。

3. Students who have successfully removed the record of punishment cannot petition for the removal of such a record for a second time if the same mistake is made again.
- 四、屬重大違規之行為，經獎懲委員會認定嚴重損害學校團體或個人者，不得申請銷過。
4. For students punished by demerit point, and ruled by the Student Reward and Punishment Committee as causing significant damage to the university or individuals, no petition for removal of a record of punishment is permitted.
- 五、學生銷過所接受之愛校服務時數，以每學期計，若未能於當學期完成者，應予下一學期補足。
5. The Love-the-University community service hours of students shall be calculated for each semester. If a specific student cannot complete the service hours in the current semester, said student shall complete the hours in the next semester.
- 六、學生若無法於畢業前銷過，則不適用本辦法。
6. If a specific student cannot complete the procedure for the removal of a record of punishment, These Regulations shall not be applicable.

第七條 學生銷過僅註銷其懲罰紀錄，操行分數之加減仍依常規辦理。

Article VII: Students who have petitioned for the removal of a record of punishment shall still be governed by the procedure for the scoring of student conduct as usual.

第八條 經核定銷大過之學生，由學生事務處生活輔導組公布並通知學生家長，同時在該生懲罰紀錄中註明：「經學生獎懲委員會議通過 00 年 00 月 00 日核定註銷」。

Article VIII: Parents of students whose record of demerit was removed shall be made aware by the Student Life and Residential Services Section of the Office of Student Affairs after making announcement. The record of students of rewards and punishments shall be noted as “The Student Reward and Punishment Committee resolved to remove the record of punishment on _____”.

第九條 本辦法經學生事務委員會會議通過，陳校長核定後實施，修正時亦同。

Article IX: These Regulations shall be subject to the resolution of the Student Affairs Committee Meeting and the final approval of the President for coming into full force. The same procedure is applicable to any amendment thereto.