

# 國立臺北藝術大學學生銷過實施要點

## Taipei National University of the Arts

### Enforcement Rules for Punishment Cancellation

91年1月8日90學年度第1學期學生事務會議審議通過

Approved by the Student Affairs Meeting of the First Semester of Academic Year 2011 on January 8, 2012

**第一條** 為激勵學生改過向善，發揮教育輔導功能，特訂定本要點。

**Article 1** This set of rules is meant to encourage students to correct their mistakes and improve their behavior, fulfilling the educational purpose of counseling.

**第二條** 本校學生違反校規，經公告懲處未達記大過之處分，而深具悔意者，得依本要點申請銷過自新。

**Article 2** Students who have violated school regulations but received punishments less serious than a major demerit, and who show deep remorse, may seek to have the punishment canceled under this set of rules.

申請銷過自新每學年僅可申請乙次，在校期間申請小過銷過者，以不超過兩次為原則，已在案愛校服務中者，不得再申請銷過。

Students shall only apply for punishment cancellation once each school year. During their entire study at the University, they may apply for cancellation of demerits no more than two times. Those who are already in the School Service Program shall not apply for punishment cancellation.

**第三條** 受懲處學生得於懲處公告日起一個月內，向學生事務處生活輔導組領取「學生銷過申請表」申請銷過。

**Article 3** Students who have been given punishments may obtain a “Student Punishment Cancellation Form” from the Guidance Section under the Office of Student Affairs and apply for punishment cancellation within one month of the announcement of the punishments.

前項申請，經其所屬系所主任、導師（或主修老師）、原建議懲處單位會簽，必要時得經系所務會議審議後，送請生活輔導組陳請學生事務長核定之。

The above-mentioned application shall be endorsed by the chairperson of the department that the student belongs to, his or her class adviser (or teacher for his or her major studies), and the original unit that proposed the punishment, and *when necessary reviewed by the Department Affairs Meeting*, before being sent to the Guidance Section, which shall then

forward it to the Dean of Student Affairs for approval.

**第三條** 學生銷過之執行原則為：

**Article 4** The principles for student punishment cancelation:

一、記申誡一次者，須服愛校服務十小時；記小過一次者，須服愛校服務三十小時；餘類推。以上愛校服務應分日實施，每日以不超過四小時為原則，且不得影響正常課業。

1. Students shall conduct 10 hours of school service for canceling a warning; 30 hours for a demerit; and so on and so forth. The service shall be spread out on different days, with a maximum of four hours per day, and the service shall not affect their normal classes.

二、愛校服務由學生事務處生活輔導組協同受懲學生之導師及原建議懲處單位師長共同指定工作及驗收成效。

2. The Guidance Section, the student's class adviser, and the unit that originally proposed the punishment shall jointly assign the work to the student and evaluate the results.

三、愛校服務範圍：校區環境之整理或其他適當之工作，但不得擔任具安全顧慮之工作。

3. The scope of school service: Taking care of the campus environment and other suitable work, but the shall not pose risks to the student's safety.

四、愛校服務原則上須於指定工作後二個月內執行完畢。

4. The service in principle shall be completed within two months after being assigned.

**第五條** 申請銷過學生於完成愛校服務事項後，由督導執行單位師長或負責人填報「學生銷過愛校服務督導紀錄暨審查表」，並由導師（或主修老師）輔導後，經簽陳系所主任、原建議懲處單位師長會簽後，送請生活輔導組陳請學生事務長核定後，註銷其懲處紀錄。  
學生經核定銷過後，由生活輔導組公告結果並登錄；惟原操行成績不予更動。

**Article 5** After the students complete the school service, the supervisors of the service shall fill in the "Record and Evaluation Form for Student Punishment Cancelation School Service." After the student receives counseling from his or her class adviser (or the teacher from his or her major studies) and endorsement by both the department chairperson and the unit that originally proposed the punishment, the form shall be submitted to the Guidance Section, which shall then forward it to the Dean of Student Affairs for approval. Once approved, the punishment shall be canceled.

The cancelation of the punishment shall be announced and recorded by the

Guidance Section; however, the original conduct grade shall not be altered.

**第六條** 學生若無法於畢業前完成註銷懲處紀錄者，不予註銷。

**Article 6** If students fail to complete the process of cancelation before graduation, the punishment shall not be canceled.

**第七條** 本要點施行前曾受懲戒且符合第二條之在校學生，得於本要點發布實施後三十日內，向生活輔導組提出申請銷過自新，但其操行成績不得更

**Article 7** Those who have been punished before the implementation of this set of rules and who meet the description in Article 2 may submit an application to the Guidance Section for canceling punishments within 30 days of the implementation of the rules. However, their conduct grades shall not be altered.

**第八條** 本要點經學生事務會議通過後發布實施，修正時亦同。

**Article 8** The rules have been implemented after approval by the Student Affairs Meeting. Their revisions shall be subject to the same process.