

國立臺北藝術大學七年一貫制學生改過銷過實施要點

Taipei National University of the Arts Enforcement Rules for Punishment Cancellation for Students of the Undergraduate Preparatory Program

88年1月5日87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 2008 on January 5, 2009

一、依據：本校學生獎懲辦法暨實際需要。

1. Basis: The University's Regulations for Student Rewards and Punishments, as well as actual needs.

二、目的：基於七年一貫制大學先修班學生，心智未成熟而致犯錯，為使教育功能之發揮並落實輔導工作，以提供學生改過自新的機會，使其能奮發向上，敦品勵學，自我約束、管理與輔導工作相結合為目的。

2. Purpose: As students in the Undergraduate Preparatory Program (UPP) may make mistakes because of their young age, the educational purpose of integrating counseling and discipline calls for a chance for them to correct their mistakes, so as to encourage them to work harder, behave better and exercise self-control.

三、對象：凡依校規記申誡（含）以上處分之七年一貫制大學先修班學生（定期察看、定期停學、退學、開除學籍及情節重大受限制條件者外），確有心改過向上者，皆可依本辦法申請。

3. Target students: Any UPP students who have received a censure or more serious punishment (except for observation, suspension, withdrawal, revocation of student status and any other serious matters) and who show determination to remedy their mistakes are eligible.

四、範圍：七年一貫制大學先修班學生在校期間，每學期申請輔導銷過乙次、乙件為原則，不得重複申請，逾期不受理。

4. Scope: UPP students in principle may apply for punishment cancellation only once and for only one case each semester.

五、類別：

5. Kinds of cancellation

(一)、行善銷過：(公益服務銷過)

(1) Good deeds for punishment cancellation: (public service for punishment cancellation)

學生在輔導過程中有具體為學校、社區、社會等公益服務事實，且在輔導期間又無違規記錄，經行為觀察輔導師長評鑑期滿後，依規定申請辦理銷過。

During the counseling process, the student shows substantial involvement in activities that advance the interest of the University, community or society, and does not repeat the violations. After the period of observation by counselors is over, the student can apply for punishment cancellation.

A、觀察期限：

A. Observation periods:

1. 申誡：一個月。
 - a. A censure: One month.
2. 小過：兩個月。(申誡二次亦同)。
 - b. A demerit: Two months (same for two censures).
3. 大過：一學期。(小過二次亦同)。
 - c. A major demerit: One semester (same for two demerits).

(二)、自我約束銷過：

(2) Cancellation by self-discipline

學生在輔導期間，以自我管理、自我負責、自我約束方式，無任何違規紀錄，期滿後，該項原始紀錄，依規定手續辦理銷過。

During the counseling period, students undergo self-management, self-responsible and self-discipline schemes and do not violate any regulations. After the period is over, the punishment shall be cancelled according to the rules.

B、觀察期限：

B. Observation periods:

1. 申誡：二個月。
 - a. A censure: Two months.
2. 小過：四個月(申誡二次亦同)。
 - b. A demerit: Four months (same for two censures).
3. 大過：一學年(小過二次亦同)。
 - c. A major demerit: One academic year (same for two demerits).

(三)、限制：

(3) Restrictions:

1. 以上申請銷過者當學期輔導時間不夠(計算至學期上課最後一天止)時，則以跨學期辦理，操行成績依規定照常扣分。

A. When there are not enough days in a semester for such counseling (which ends on the last day of class in the semester), the counseling shall continue in the following semester. Points shall still be deducted from the conduct score as stipulated by the regulations.

2. 三年級下學期申請銷大過者，期限至學期末截止。

B. Students who seek to have major demerits cancelled during the second semester of their third year of study shall see the counseling period end

at the end of the semester.

(四)、以上二種方式由學生自由選擇。

(4) Students may choose from either of the two above-mentioned methods.

六、程序：

6. The procedure:

(一)有意申請銷過之學生，於懲處確定後兩週內，至生活輔導組登記申請銷過；輔導師長由申請學生委請導師、主修老師、輔導老師、系主任擔任審查人並於同意後附署填寫改過銷過申請表(如附表一)。

(1) Within two weeks of the finalization of the punishments, students may go to the Guidance Section to apply for punishment cancelation. The students can invite their class advisers, teachers from their major studies, counselors or department chairpersons to be their evaluators. If they agree, they need to sign the students' punishment cancellation application form (see Appendix One).

(二)申請銷過案到期後則填寫審查表予以註銷懲處記錄(如附表二)。

(2) After the counseling period ends, an evaluation form needs to be filled out for punishment cancellation (see Appendix Two).

1. 小過(含)以下，一位輔導師長附署。

A. For a demerit (or lesser punishment), there must be endorsement by one evaluator.

2. 大過(含)以上，二位輔導師長附署。

B. For a major demerit (or more), there must be endorsement by two evaluators.

(三)為求落實輔導功能，收輔導之功效，輔導期間輔導師長隨時和該生之導師及有關教師，取得密切聯繫，以從旁協同輔導。

(3) In order to achieve optimal results for the counseling, the evaluators should be regularly in touch with the student's class adviser and relevant teachers so as to receive support for the counseling.

(四)輔導期滿後：

(4) The end of the counseling:

生活輔導組：

The Guidance Section:

1. 負責將該生審核表陳：

A. Responsible for forwarding the student's evaluation form to:

A. 導師(主修老師、輔導老師) A. The class adviser (the teacher from major studies, counselor) → B. 系主任 B. The department chairperson → C. 學生諮商中心主任 C. The director of the Center for Student Counseling → D. 生輔組長 D. The Guidance Section chief → E. 學務長 E. The Dean of Student Affairs → F. 校長核定簽請銷過(必要時得召開臨時學生事務會議議決)。 F. The University President approves the punishment cancellation

(when necessary, an extraordinary Student Affairs Meeting shall be called to make a decision).

2. 輔導考察期間，未有悔意再犯校規（或犯同一過失）受懲者，除加重其處罰外，並終止輔導，原懲罰不得註銷。

B. Students who, during the counseling period, show no remorse and commit further violations (or repeat the same violations) shall be given heavier punishments. The counseling shall also end, and the original punishment shall not be canceled.

3、學生核定銷過後，由生活輔導組公告結果並登錄；惟原操行成績不予更動。

C. After the punishment cancelation is confirmed, the Guidance Section shall announce and record it. However, the original conduct score shall not be altered.

七、輔導銷過權責區分：

7. Levels of authorization

1. 小過（含）以下：學務長核定。

(1) A demerit (or lesser punishment): Approval by the Dean of Student Affairs.

2. 大過（含）以上：陳請 校長核定(必要時得召開臨時學生事務會議議決)。

(2) A major demerit (or more): Approval by the University President (when necessary, an extraordinary Student Affairs Meeting shall be called to make a decision).

八、本辦法經學生事務會議通過後實施，修正時亦同。

8. The rules have been implemented after approval by the Student affairs Meeting. Revisions to the rules shall be subject to the same process.