

# National Kaohsiung University of Hospitality and Tourism Student Repentance and Penalty Cancellation Enforcement Guidelines

Approved at the 52<sup>nd</sup> Administrative Committee Meeting on May 11, 2002  
Approved at the 121<sup>st</sup> Administrative Committee Meeting on April 28, 2005  
Amended and approved at the 228<sup>th</sup> Expanded Administrative Committee Meeting on September 16, 2010  
Amended and approved at the 233<sup>th</sup> Administrative Committee Meeting on November 25, 2010  
Amended and approved at the 238<sup>th</sup> Administrative Committee Meeting on March 17, 2011  
Amended and approved at the 309<sup>th</sup> Administrative Committee Meeting on July 30, 2014

1. Purpose: The purpose of the National Kaohsiung University of Hospitality and Tourism Student Repentance and Penalty Cancellation Enforcement Guidelines (hereinafter referred to as “Guidelines”) is to transform students’ temperaments and motivate them to pursue academic goals by more effectively counseling students, preventing them from making mistakes again, and giving penalized students chances to repent, cancel their penalties, and become proactive and determined to work hard.
2. Objects: Students who commit transgressions of school regulations and receive warnings, minor demerits, or their first major demerits.
3. Students may cancel their penalties by:
  - 3.1 Assisting in cleaning the school’s public areas.
  - 3.2 Assisting in keeping the community environment around the school clean.
  - 3.3 Assisting in organizing school activities.
  - 3.4 Assisting school departments with their tasks.
  - 3.5 Proactively participating in intramural or extramural charity events.
4. Guidelines Implementation:
  - 4.1 Application procedure:

After their penalties are approved, students may log in to the system to apply for penalty cancellations. Specifically, students may print out application forms, submit the forms to their class supervisors, the team leader of the Personal Counseling Section of the Student Affairs Office/counseling military instructors, and the chief steward of the Student Affairs Office for approval, and then submit the forms to the Personal Counseling Section/counseling military instructors for final approval.
  - 4.2 Implementation directions:
    - 4.2.1 Cancellations must be implemented within a particular semester upon application approval.
    - 4.2.2 Students who are serving extramural internships and wish to cancel their penalties may authorize other students, class supervisors, or staff from other departments to apply on behalf of them. Students whose repentance must be verified must apply personally.
    - 4.2.3 Students who wish to cancel their penalties shall commit to 7 hours of service for 1 warning, 21 hours of service for 1 minor demerit, 63 hours of service for 1 major demerit, and so on. Hours of service cannot exceed 7 hours per day.
    - 4.2.4 Applicants may look for the service units themselves where they can earn credits for cancellation or the Personal Counseling Section of the Student Affairs Office/counseling military instructors may, depending on students’ actual needs,

arrange appropriate faculty or staff members to provide guidance in and assessment of services.

5. Assessment:

5.1 Assessment directions:

5.1.1 Students who commit to intramural services shall provide documents, with signatures from the instructors, detailing service hours and service proposals. Students who commit to extramural services shall provide documents detailing service hours from non-profit foundations constituted as legal persons. The documents must have the foundations' company seals or the directors' or representatives' personal seals. The documents detailing service hours must have signatures from the school's faculty or staff members. The above direction does not apply to situations where students voluntarily participate in intramural or extramural charity events.

5.1.2 After assessments are completed, applicants shall submit their service records to the Personal Counseling Section of the Student Affairs Office/counseling military instructors for verification in order to complete the penalty cancelation procedure.

5.2 Penalty cancelation results:

5.2.1 For students who receive penalties and successfully cancel them in accordance with the Guidelines within the same semester, their conduct grades must be restored and their penalty records expunged.

5.2.2 For students who receive penalties and successfully cancel them in accordance with the Guidelines during different semesters, their penalty records must be expunged.

5.2.3 Students may not apply for penalty cancelations for the same types of transgressions that have been successfully canceled within the same semester.

6. Students who apply for penalty cancelations shall receive service guidance. Additionally, class supervisors and military instructors shall provide intensified guidance to these students and monitor their behaviors for assessment purposes in order for service guidance to be effective.

7. These Guidelines were reviewed and approved at the Administrative Committee Meeting and approved and enacted by the president. Future amendments to the Guidelines must undergo the same process.

本規章負責單位：學生事務處生活輔導組