

國立高雄餐旅大學學生銷過實施要點

NKUHT Student Repentance and Penalty Cancellation Enforcement Guidelines

91年5月11日第52次行政會議審議通過
Approved at the 52th Administrative Committee Meeting on May 11, 2002
94年4月28日第121次行政會議修正通過
Approved at the 121th Administrative Committee Meeting on April 28, 2005
99年9月16日第228次擴大行政會議修正通過
mended and approved at the 228th Expanded Administrative Committee Meeting on September 16, 2010
99年11月4日99學年度第1學期第2次臨時校務會議修正通過（授權統一修正校名）
Amended and approved at the 2nd Extraordinary University Affairs Meeting of the 1st Semester of the 99th Academic Year on November 4, 2010
(with authorization to standardize the university name).
99年11月25日第233次行政會議修正通過
Approved at the 233th Administrative Committee Meeting on November 25, 2010
100年3月17日第238次行政會議修正通過
Approved at the 238th Administrative Committee Meeting on arch 17, 2011
103年7月30日第309次行政會議修正通過
Approved at the 309th Administrative Committee Meeting on July 30, 2014
103年12月25日103學年度第1學期第1次校務會議通過(法規最末條文統一修正)
Approved at the 1st University Affairs Meeting of the 1st Semester of the 103rd Academic Year on December 25, 2014 (with standardized
105年8月10日本校第357次行政會議修正通過（授權統一修正應更新之單位名稱或職稱）
Amended and approved at the 357th Administrative Meeting of the University on August 10, 2016 (with authorization to standardize and update unit
names or job titles as necessary).
106年12月13日配合本校組織規程教育部台教技（二）字第1060179646號函核定修正(原職稱、組織名稱)
Tai Jiao Ji (2) Zi No. 1060179646 (under the existing position titles and organization names) on December 13, 2017

一、目的：為增進學生輔導功能，並防制學生再犯過失，特針對違犯校規並接受懲處之學生，給予改過銷過之機會，使其知錯能改積極進取，奮發向上，進而達到變化氣質，努力求學之目的。

Article 1 Purpose: To enhance student counseling functions and prevent students from repeating their misconduct, students who violate school regulations and receive disciplinary actions will be given an opportunity to correct their mistakes and have their records cleared. The goal is to help them recognize their errors, actively improve themselves, strive for progress, cultivate better character, and focus on their studies.

二、實施對象：對違犯校規記申誡、小過及初犯大過之學生。

Article 2 Eligible Participants: Students who violate school regulations and receive a warning (demerit notice), minor demerit, or a first-time major demerit.

三、銷過實施項目：

Article 3 Service Items for Record Cancellation:

(一)協助學校整理公共區域環境。

1. Assisting the school in organizing and cleaning public areas.

(二)協助學校週邊社區環境維護。

2. Assisting in maintaining the environment of communities surrounding the school.

(三)協助學校舉辦之各項活動。

3. Assisting with various activities organized by the school.

(四)協助學校各單位工作之執行。

4. Assisting with tasks carried out by different school departments.

(五)主動參與校內、外公益活動。

5. Proactively participating in on-campus or off-campus public welfare activities.

四、實施方式：

Article 4 Implementation Method:

(一) 申請程序：

處分核可後逕自系統登錄申請改過銷過，並列印申請表單，經導師、生輔組組長／輔導教官、學務長簽核後，送交生輔組／輔導教官辦理改過銷過事宜。

1. Application Procedure:

After the disciplinary decision is approved, the student must log into the system to apply for misconduct correction and record cancellation. The application form must then be printed and signed by the homeroom teacher, the Student Assistance Division Chief / counseling military instructor, and the Dean of Student Affairs before being submitted to the Student Assistance Division / counseling military instructor for processing.

(二) 實施情形：

2. Implementation Details:

1. 自完成申請簽核後，須於在學期間執行完畢。

2.1 After the application is approved, the required service must be completed during the student's enrollment period.

2. 校外實習同學，如欲改過銷過者，得經由個人同意，由其他同學、導師或其他單位業務同仁協助辦理，惟須檢驗個人所犯行為改正情形者，親自前來辦理。

2.2 Students who are undertaking off-campus internships and wish to apply for record cancellation may, with their consent, receive assistance from classmates, teachers, or other administrative staff in arranging the process. However, if verification of the correction of the misconduct is required, the student must handle the process in person.

3. 違規學生銷過時數，遭申誡處分，將規定服務7小時，小過21小時，大過63小時，餘此類推，惟每日核銷時數上限為7小時。

2.3 The service hours required for demerit cancellation are as follows: students given a reprimand must complete 7 hours of service; a minor demerit requires 21 hours; a major demerit requires 63 hours, and so on by the same proportion. The maximum number of hours that can be credited per day is 7 hours.

4. 申請學生主動尋找銷過服務單位或生輔組／輔導教官得依實際需要安排相關教職員工指導學生服務並加以考核。

2.4 Students applying for demerit cancellation may actively seek a service unit where they can complete their service hours, or the Student Life Guidance Section / Counseling Military Instructor may arrange for relevant faculty or staff to supervise the student's service and conduct an evaluation as needed.

五、考核效果：

Article 5 Assessment Results

(一) 考核情形：

1. Evaluation Method:

1. 除主動參與校內、外公益活動，校內應提出具體服務時數與指導老師之簽章證明及活動企劃書；校外應提出財團法人公益性質之社團(蓋有社團正式大章及負責人或代表人之小章)所出具服務時數之具體證明外；餘於本校之教職員工於所服務之具體時數後簽章即可。

- 1.1 In addition to voluntarily participating in on-campus and off-campus public welfare activities:
 - For on-campus activities, students must submit the specific number of service hours, a signature confirmation from the supervising teacher, and the activity proposal.
 - For off-campus activities, students must provide official proof of service hours issued by a non-profit organization or foundation (bearing the official organizational seal and the personal seal of the person in charge or representative).
 - For other activities conducted within the school, it is sufficient for faculty or staff of the university to sign and confirm the actual service hours completed.
2. 考核結束後，申請同學應將改過銷過服務紀錄表，送生輔組／輔導教官確認後，完成註銷違規紀錄。
- 1.2 After the assessment is completed, the applying student must submit the Service Record Form for Merit Redemption (conduct correction) to the Student Life Counseling Section / Counseling Military Instructor for verification, after which the record of violation will be officially removed.

(二)銷過效果：

2. Effect of Merit Redemption (Record Cancellation):

1. 該學期受處分，依本要點完成改過銷過者，回復操行成績及註銷懲處紀錄。
- 2.1 If the disciplinary action occurs within the same semester, and the student completes the conduct correction (merit redemption) process according to these guidelines, their conduct score will be restored and the disciplinary record will be removed.
2. 非於該學期中之懲處，依本要點完成改過銷過者，僅註銷懲處紀錄。
- 2.2 If the disciplinary action did not occur in the current semester, completing the conduct correction process under these guidelines will only result in the removal of the disciplinary record.
3. 經輔導銷過後，學期內再犯事由相同之過失，不得再申請改過銷過。
- 2.3 After completing the counseling and record-cancellation process, if the student commits the same type of misconduct again within the same semester, they will not be allowed to apply for conduct correction (merit redemption) again.

六、凡申請改過銷過之學生，除接受服務輔導外，另亦請各導師、教官加強輔導並追蹤考核，以落實改過銷過之輔導成效。

Article 6 Any student applying for conduct correction and record cancellation must not only participate in service-based guidance, but will also receive additional counseling, supervision, and evaluation from homeroom teachers and military instructors to ensure the effectiveness of the corrective guidance process.

七、本要點經行政會議討論通過，陳校長核定後公布實施，修正時亦同。

Article 7 These guidelines shall be implemented after being reviewed and approved in an administrative meeting and authorized by the President of the University. The same procedure shall apply to any future amendments.

本規章負責單位：學生事務處生活輔導組

Responsible Unit for These Regulations: Student Affairs Office, Student Life Guidance Section