

明志科技大學  
Ming Chi University of  
Technology

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學生自省、自勵改過銷過實施辦法  
Guidelines of Offsetting Demerits for  
Students After Self-Reflection and  
Self-Corrections

制定部門：學生事處生活輔導組

中華民國 108 年 05 月 28 日 修訂

Established by: Student Assistance Division, Office of Student Affairs

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## 學生自省、自勵改過銷過實施辦法

# Guidelines of Offsetting Demerits for Students After Self-Reflection and Self-Corrections

93年05月25日校務會議制訂  
108年05月28日學務會議修訂

Established by the School Council Meeting on May 25, 2004.  
Amended by the Student Affairs Meeting on May 28, 2019.

### 第一條 目的

本校為激勵學生改過遷善、奮發向上、敦品勵學，訂定「學生自省、自勵改過銷過實施辦法」(以下簡稱本辦法)。

### Article 1 Objective/Purpose

The “Guidelines of Offsetting Demerits for Students After Self-Reflection and Self-Corrections” (hereinafter called these “Guidelines”) is established to encourage students to make corrections, progress, maintain good conduct, and study hard.

### 第二條 銷過申請規定

- 一、凡受學生獎懲規定記申誡懲罰之學生，自犯過公布之日起1個月之內未再觸犯申誡以上之任何校規，學生得向生輔組提出銷過申請。
- 二、凡受學生獎懲規定記小過懲罰之學生，自犯過公布之日起在2個月之內未再觸犯任何校規，學生得向生輔組提出銷過申請。
- 三、凡受學生獎懲規定記大過懲罰之學生，自犯過公布之日起在6個月之內未再觸犯任何校規，學生得向生輔組提出銷過申請。
- 四、凡在畢業當年上學期受記大過處分之學生至畢業時止未再觸犯任何校規，雖時間無法達到6個月，仍可向生輔組提出銷過申請。
- 五、凡在畢業當年下學期受小過以上之懲罰之學生不得提請銷過。

- 六、延修生得於延修期間按規定辦理銷過。
- 七、辦理銷過經核銷後 6 個月內再犯同類過失或記小過以上懲罰時，不得再提請銷過。
- 八、提請銷過每一次僅能提一種懲罰，由申誡、小過、大過，按規定銷過間隔時間逐次提請銷過，不可一次提請銷數項懲罰。

## Article 2 Application for Offsetting Demerits

1. Students disciplined with a reprimand according to the “Guidelines of Reward and Discipline for Students” may apply for offsetting the reprimand to the Student Assistance Division when making no violation of any school rules disciplined by a reprimand or higher disciplinary action within one month after the announcement of the reprimand.
2. Students disciplined with a minor demerit according to the “Guidelines of Reward and Discipline for Students” may apply for offsetting the demerit to the Student Assistance Division when making no violation of any school rules within two months after the announcement of the minor demerit.
3. Students disciplined with a major demerit according to the “Guidelines of Reward and Discipline for Students” may apply for offsetting the demerit to the Student Assistance Division when making no violation of any school rules within six months after the announcement of the major demerit.
4. Graduating students receiving a major demerit in the first semester but make no violation of any school rules until graduation may still apply for offsetting the demerit to the Student Assistance Division irrespective with the six-month requirement.

5. Graduating students disciplined with a minor demerit or higher action in the second semester shall not apply for offsetting the demerit.
6. Students with delayed graduation may apply for offsetting the demerit according to the regulations during the delayed graduation period.
7. Students shall not apply for offsetting demerits when making the same offence or offence disciplined with a minor demerit or higher action within six months after the offsetting of a previous demerit.
8. Students shall offset one demerit each time. That is, they shall offset a reprimand, minor demerit, or major demerit one at a time according to the required intervals. No offsetting for multiple demerits at the same time shall be accepted.

### 第三條 「銷過」事項

- 一、申請銷過為申誡者，由本校各單位師長輔導執行愛校服務，於2週內完成4小時。陳學務長核定後送生輔組辦理核銷。
- 二、申請銷過為小過者，由本校各單位師長輔導執行愛校服務，於1個月內完成12小時。陳學務長核定後送生輔組辦理核銷。
- 三、申請銷過為大過者，由學務處各單位輔導執行愛校服務，於3個月內完成36小時。陳校長核定後送生輔組辦理核銷。

### Article 3 Offsetting Procedures

1. When applying for offsetting a reprimand, students shall offer campus service for four hours within two weeks under the supervision of academic and administrative of the relevant units. After the approval of the head of student affairs, the Student Assistance Division shall proceed with

the offsetting.

2. When applying for offsetting a minor demerit, students shall offer campus service for twelve hours within one month under the supervision of academic and administrative of the relevant units. After the approval of the head of student affairs, the Student Assistance Division shall proceed with the offsetting.
3. When applying for offsetting a major demerit, students shall offer campus service for thirty-six hours within three months under the supervision of academic and administrative of the relevant units. After the approval of the president, the Student Assistance Division shall proceed with the offsetting.

#### 第四條 實施與修訂

本辦法經學生事務會議通過，陳校長核定後公布實施，修訂時亦同。

#### Article 4 Implementation and Amendment

These Guidelines shall be promulgated and implemented after the passage of the Office of Student Affairs and the approval of the president. The same shall apply to the amendments hereto.

明志科技大學學生申請自省、自勵改過銷過表

一式一聯：學生↓導師↓系主任↓輔導教官↓生輔組↓**副學務長**↓學務長↓校長↓生輔組(存)

班級		申請項目	原處分日期及違規事項			生輔組	
姓名		<input type="checkbox"/> 申誠 次 <input type="checkbox"/> 小過 次 <input type="checkbox"/> 大過 次	年 月 日			本學期未申請相同違規事項的銷過 <input type="checkbox"/> 是 <input type="checkbox"/> 否	
學號							
執行情形	執行項目	申請時間	完成時間	符合	不符合	證明 ✓	生輔組查核
	銷過期限	年 月 日	年 月 日				
	愛校服務	小時	小時				
	年 月 日違反校規記申誠 支小過 支大過 支，停止銷過。						
日期	愛校服務事項	服務時數 (以小時計)	輔導師長 簽名				
考核簽章	生輔組	輔導教官	系主任		導師		
	校長	學務長	副學務長				

附記：一、愛校服務輔導：小過（含）以下由全校各單位師長執行。  
大過以上學務處管制執行。

二、本申請表請至生輔組領取。

表號：A042090005



## MCUT Student Demerit Offsetting Record After Self-Reflection and Self-Corrections

Class		Objective		Original Date of Discipline and Offences			Student Assistance Division	
Name		<input type="checkbox"/> Reprimand:	times	Date:			Record of offsetting demerit for the same offence in this semester <input type="checkbox"/> Yes <input type="checkbox"/> No	
Student No.		<input type="checkbox"/> Minor demerit:	times					
		<input type="checkbox"/> Major demerit:	times					
Status	Action	Application Time	Completion Time	OK	NG	Proof ✓	Audited by Student Assistance Division	
	Offsetting Deadline	Year    Month Day	Year    Month Day					
	Campus Service	Hours	Hours					
	Disciplined with ___ reprimand(s), ___ minor demerit(s), ___ major demerit(s) for violation of school rules in _____ (MM/YYYY). Offsetting demerit dismissed.							
Date	Campus Service Items					Service Length (hours)	Signature of Supervisor	
Evaluation	Student Assistance Division		Counseling Military Training and Military Officer		Department Chair		Class Advisor	
	President:			Dean of Student Affairs		Associate Dean of Student Affairs		

One Copy: Student → Class Advisor → Department Chair → Counseling Military Training and Education Officer → Student Assistance Division  
 → Associate Dean of Student Affairs → Dean of Student Affairs → President → Student Assistance Division (retention)

Note:

1. Campus service supervision: Minor demerit and below shall be supervised by the academic and administrative staff of the relevant units. Major demerit and above shall be supervised by the Office of Student Affairs.
2. This form is available for collection at the Student Assistance Division.

Form: **A042090005**

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