

National Taiwan Normal University Implementation Directions for Student Penalty Expungement

Approved at the Student Affairs Committee in the 2nd semester of 2011-2012 academic year on May 2, 2012
Approved at the Student Affairs Committee in the 1st semester of 2012-2013 academic year on October 27, 2012

1. The National Taiwan Normal University's (the "University") Implementation Directions for Student Penalty Cancellation (the "Implementation Directions") are promulgated in accordance with Article 16 of the National Taiwan Normal University Regulations for Student Rewards and Penalties to motivate students to improve their behavior and fulfill the function of educational guidance.
2. Students who have violated the provisions of the University's Regulations for Student Rewards and Penalties and have received a minor demerit or a warning may apply for penalty expungement according to the Implementation Directions.
3. A student may apply for penalty expungement only once per academic year and no more than two times during their studies.
4. A student may, within 10 days of receiving the disciplinary action notice or appeal resolution, select one faculty member of the University as the counselor and submit an application to the Division of Student Assistance, Office of Student Affairs. The unit that proposed the disciplinary action and the student's adviser shall be notified of the application.
5. The campus service arranged by the Division of Student Assistance for students applying for penalty expungement shall be completed within three months. The time period may be adjusted in special circumstances upon approval by the Vice President for Student Affairs. The number of service hours is as follows:
 - (1) One warning: ten hours; two warnings: twenty hours.
 - (2) One minor demerit: thirty hours; two minor demerits: sixty hours.
6. A student's disciplinary record shall be expunged after they have completed the campus service and after assessment by the counselor and approval by the Vice President for Student Affairs.
7. These Implementation Directions and any amendments thereto become effective after approval by the Student Affairs Committee.

Appendix 1

National Taiwan Normal University Student Penalty Expungement Application

Date of Application: _____ (yyyymmdd)

| | | | |
|---|--|---|--|
| Department/Graduate Institute & Year of Study | Student ID | Student's name | |
| | | | |
| Type of Penalty | Reason for Penalty | | |
| _____ minor demerit(s) _____ warning(s) | | | |
| Behavioral Reflection and Campus Service | | | |
| <p>1. Behavioral reflection</p> <p>2. Campus service</p> | | | |
| Student's signature① | Counselor's opinion and signature ② (Chosen by student or arranged by Division of Student Assistance) | Approval by Vice President for Student Affairs ⑥ | |
| | | <p>The following procedure is handled by the Division of Student Assistance</p> | |
| Division of Student Assistance③ | Notify student's adviser ④ | | Notify unit that proposed the penalty ⑤ |
| The following procedure is handled by the Division of Student Assistance | The following procedure is handled by the Division of Student Assistance | | The following procedure is handled by the Division of Student Assistance |

- * Counselor: Students may seek the consent of an administrative staff or academic faculty of the University to guide them in the penalty expungement application, or a counselor may be assigned to them by the Division of Student Assistance.
- * Student's adviser: Adviser for undergraduate students or research adviser for postgraduate students.

Appendix 2

National Taiwan Normal University Student Penalty Expungement: Campus Service Assessment Form

| Department/Graduate Institute & Year of Study | | | | Name | | Expungement for _____ minor demerit(s) _____ warning(s) | Place of Service | |
|---|------|-------|-----|-----------------|---------------|---|----------------------------------|--|
| Student ID | | | | Tel | | | Unit contact number | |
| No. | Year | Month | Day | Service Details | Starting time | Ending Time | Service unit's signature (stamp) | |
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| Campus service reflection notes | | | | | | | | |
| Student's signature _____ | | | | | | | | |
| Opinion/signature of campus service counselor | | | | | | | | |
| | | | | | | | | |
| Division of Student Assistance | | | | | | Approval by Vice President for Student Affairs | | |

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Services include: 1. Event volunteer 2. Cleaning of environment 3. Paperwork processing 4. Others