

Asia University Key Points for Student to Repent and Withdraw Demerit

Promulgated on Jan. 9, 2008 by the 6th Administrative Meeting of fiscal 2007
Announced on Jan. 15, 2008 according to Letter No. Ya-Zhou-Mi 0970000326

1. Purpose: To encourage students to rectify and value good deeds and allow students having made mistakes a chance to have incurred demerits withdrawn and to preserve their integrity and honor.
2. Scope of demerit withdrawal: This KEY POINTS is applicable to the withdrawal of warning, demerit, and major demerit.
3. Withdrawal procedure:
 - (1) Application for repent:
 1. Ask for “Repent Application”: A student having received demerit measure may, after the said measure has been announced, go to Life Guidance Section and fill out a “Repent Application” (see Attachment 1) and attach Student Guidance Records (See Attachment 2).
 2. Approval authority: After the “Repent Application” has been filled out, submit it to the class teacher and guidance officer for review. If approved by the chief of Life Guidance Section, an Altruistic Service Record (See Attachment 3) will be issued.
 3. Return the form back to the Life Guidance Section: If the “Repent Application” is approved, the form will be kept by the Life Guidance Section as reference for the pending withdrawal of demerit.
 - (2) Application for withdrawal of demerit:
 1. Claim the “Demerit Withdrawal Application”: The student who has applied for withdrawal of demerit and having fulfilled the altruistic service and showing repent as this KEY POINTS requires, the student may go to the Life Guidance Section to claim the “Repent Application” and the “Altruistic Service Record” and fill out a copy of “Demerit Withdrawal Application” (See Attachment 4).
 2. Approval authority: Submit the “Demerit Withdrawal Application” and the “Altruistic Service Record” to class teacher and guidance officer for initial review, Life Guidance Section of the Students Affair Office for secondary review, and the Students Award/Disciplinary Committee for decision.

3. Withdrawal of demerit: Any application for withdrawal of demerit shall require the approval from the president of the University.
 4. Upon announcement of demerit withdrawal, the withdrawal is regarded complete and the concerning parent will be advised accordingly.
4. Principle for implementation of student demerit withdrawal: Altruistic service standard and probation duration:
- (1) Altruistic service standard:
 1. Withdrawal of a warning requires 5 hours of altruistic service; a demerit requires 12 hours of altruistic service; and a major demerit requires 36 hours of altruistic service.
 2. Altruistic service may not exceed 4 hours per day and not to interfere with regular study schedule.
 3. Must be completed within the probation period.
 4. Scope of altruistic service: Cleaning up the campus (indoors or outdoors) and environment, or other suitable alternative assignments.
 5. Altruistic service is to be jointly assigned and reviewed by the Life Guidance Section of the Students Affair Office, the class teacher respective to the demerit student, and the original unit that has recommended for the demerit.
 - (2) Probation period: from the week of the approval date of the repent application.
 1. The duration will be 3 weeks for 1 warning and 5 weeks for 2 warnings.
 2. The duration will be 6 weeks for 1 demerit and 8 weeks for 2 demerits.
 3. The duration will be 10 weeks for 1 major demerit and 15 weeks for 2 major demerits.
 4. The duration will be 20 weeks for 2 major demerits and 2 demerits.
5. Limit of demerit withdrawal:
- (1) No further causing of disciplinary action above warning or any absent without leave may be allowed (excluding official leave, maternity leave, funeral leave, sick leave (critical sickness/injury backed by hospital report)), otherwise the repent application will be revoked.
 - (2) No further withdrawal of demerit application will be accepted if the student violates the same or similar rules again after a withdrawal has been approved.

- (3) Demerit will not be withdrawn if no repent is shown during the probation period.
- (4) The principle of “A merit earned later may counter-cancel a demerit received earlier” does not contradict to this KEY POINTS.
- (5) A repent application will be regarded null and void if the student applies for transfer, suspension, or voluntary discontinue of study.

6. Demerit withdrawal processing:

(1) Students Affair Office:

1. Withdrawal of demerit will be administered once per every semester 2 weeks before the end of the respective semester.
2. The conduct score deducted due to demerit will not be added back during final scoring for the respective semester even if the said demerit has been withdrawn.
3. The withdrawn demerit will not be recorded on the semester’s score report.
4. A demerit recorded on the original award/disciplinary record will be affixed with the stamp of “Withdrawn” underneath the corresponding row to indicated the said demerit has been withdrawn.

(2) Teaching Affairs Department: No record regarding to a demerit withdrawn will be made on the “Conduct Score Transcript” applied by the student.

7. Guidance for demerit withdrawal:

- (1) Class teacher, guidance officer, and guidance personnel should give focal guidance by way of individual interview and home visit to steer the student to exert due efforts to repent and rectification.
- (2) Give spiritual support or public praise to students having successfully achieve withdrawal of demerit.

8. The KEY POINTS has been promulgated after being passed by the administrative meeting and approved by the president of our University. Amend of such shall follow the same.

Attachment 1 (After the approval of repent application, this form will be kept by the Life Guidance Section as reference for pending withdrawal of demerit.)

Asia University Repent Application					
Date:					
Class		Student ID No.		Name	
Description of mistake made					
Time					
Location					
Reason					
Disciplinary action					
Repent (self-review)					
Class teacher			Department dean		
Guidance officer			Life Guidance Section Chief		
Probation duration	From _____ (date) to _____ (date)				

(Attachment 2)

Asia University Student Guidance Record

Date:

Case description:

Mobile phone :

Occurrence date:

Location:

Dorm :

Student name:

Class:

Student ID No.:

Student's statement:

Attachment 3 (After the required hours have been met, this sheet is to be submitted back to the Life Guidance Section as review reference for repent and pending withdrawal of demerit)

Asia University Repent and Demerit Withdrawal Altruistic Service Record

Application date:

Class		Student ID No.		Name	
Service date	Assignment	Location	Time (hours)	Supervisor	Remark
Total					

Attachment 4 (Upon fulfillment of required condition by the end of probation, fill out this form at the Life Guidance Section. If approved, the case will be handled by the Students Award/Disciplinary Committee for decision)

Asia University Demerit Withdrawal Application								Date:
Class		Student ID No.		Name				
Description of mistake								
Time								
Location								
Reason								
Type of disciplinary								
Self-review								
Class teacher				Department dean				
Guidance officer				Life Guidance Section chief				
Absence record		Award/di sciplinar y record		Altruistic service record		Decision	<input type="checkbox"/> Approv ed <input type="checkbox"/> Denied	
Probation duration	From _____ (date) to _____ (date)							