

## NATIONAL TAIWAN UNIVERSITY

# Directives for Expunging Student Disciplinary Records

June 04, 1999	Passed by the 8 <sup>th</sup> Student Counseling Committee Meeting
June 03, 2010	Amended and passed by the 28 <sup>th</sup> Student Counseling Committee Meeting
June 21, 2012	Amended and passed by the 32 <sup>nd</sup> Student Counseling Committee Meeting
January 17, 2017	Passed by the 41 <sup>st</sup> Student Counseling Committee Meeting

- Article 1 The National Taiwan University (“the University”) *Directives for Expunging Student Disciplinary Records* (“the Directives”) are formulated in accordance with Article 3, Paragraph 4 of the *NTU Regulations for Individual Student Rewards and Penalties* to improve student guidance and encourage students to correct their conduct and display more ethical behavior.
- Article 2 Students who violate the University’s *Regulations for Individual Student Rewards and Penalties* for the first time but do not receive a major demerit and express regret for their actions may apply for their penalty to be expunged. First-time offenders who have not applied to have their penalty expunged may apply after their next offense but are limited to a single application.
- Article 3 Students who have received a penalty may, with the permission of their academic advisor, apply to the Student Assistance Division, Office of Student Affairs (“the Student Assistance Division”) 10 days following the day after their penalty or appeal has been confirmed. If the final deadline is a holiday, the day following the last day of the holiday shall be considered the deadline date. If the student does not put forward an application due to force majeure, the application may be extended for up to 10 days following the conclusion of the force majeure event.
- Article 4 The Student Assistance Division will withhold the announcement of the penalty should the students who received the penalty have completed their disciplinary service after applying for a expunging of their disciplinary record and obtaining the approval from the Student Assistance Division.
- Article 5 The principles for expunging a penalty are as follows:
1. Students who receive the penalty may apply for a review of their record expunged upon completion of their mandatory substitute disciplinary service.
  2. Disciplinary service duration:  
Students who receive a written warning shall perform four hours of disciplinary service. Those who have received an admonition shall perform 10 hours of disciplinary service. Those who have received 1 minor demerit shall perform 30 hours of disciplinary service. Further disciplinary measures may be extrapolated from the above guidelines. Disciplinary service shall be arranged across several days, with each day including no more than four hours of service. If there is an exceptional reason for engaging in more than four hours of school service in one single day, permission must first be obtained from the student’s academic advisor and the Student Assistance Division.
  3. Arranging Disciplinary Service:  
In principle, the academic advisor of the student in question is

responsible for coordinating with the Student Assistance Division in assigning appropriate, socially beneficial work. Disciplinary service shall be carried out on the NTU campus grounds.

4. Disciplinary service shall be completed within two months of the work being assigned. In case of exceptional circumstances, the Student Rewards and Penalties Committee (“the Committee”) shall be responsible for setting a new deadline.
5. Reviews of Disciplinary Service:  
The academic advisor of the student in question shall be responsible for reviewing the effectiveness of their disciplinary service. Those who fail to adequately complete the service shall have their work rescheduled in accordance with Paragraph 3 of this article. The rescheduling is limited to only once. The recommendations written by the academic advisor of the student in question should express the student’s degree of regret for their actions that led to the penalty and clearly state whether a cancellation of the student’s penalty is recommended.
6. The Student Counseling Center, Office Student Affairs shall be responsible for filling in related assessment forms for students facing penalties who require psychological counseling.

Article 6 Once a student has completed their disciplinary service, their academic advisors shall submit the Disciplinary Service Review and Feedback Form, Counseling Evaluation Form, and Disciplinary Service Record Sheet to the Student Assistance Division. The aforementioned documents shall be evaluated by the Student Rewards and Penalties Committee, following which the Committee shall decide whether to expunge or retain the student’s disciplinary record, and publicly announce their decision. When the Student Rewards and Penalties Committee holds their review, they shall notify the student in question to attend the review meeting to answer any questions that the Committee may have.

Article 7 A student who receives an admonition or any more serious penalty within one year of their disciplinary violation being expunged from their record shall have their previous infraction reinstated in their disciplinary record. A public announcement will be made regarding this situation.

Article 8 The Directives shall be passed by the Student Counseling Committee and then promulgated and implemented.