

國立清華大學學生宿舍勵新實施要點

National Tsing Hua University Dormitory Points Deduction

98年4月21日學務長核定

Approved by the Director of Academic Affairs

99年4月28日學務長核定修訂

1st Changes approved by the Director of Academic Affairs

99年10月19日學務長第二次核定修訂

2nd Changes approved by the Director of Academic Affairs

102年5月20日學務長第三次核定修訂

3rd Changes approved by the Director of Academic Affairs

102年10月17日學務長第四次核定修訂

4th Changes approved by the Director of Academic Affairs

103年10月22日學務長第五次核定修訂

5th Changes approved by the Director of Academic Affairs

104年03月30日學務長第五次核定修訂

6th Changes approved by the Director of Academic Affairs

一、為發揮教育輔導功能，明訂宿舍違規扣點學生勵新申請實施方式，使違反宿舍規則之住宿學生能自省策勵，主動申請改過向善，遂訂定「國立清華大學學生宿舍勵新實施要點」。(以下簡稱本要點)

1) To follow the educational counseling functions, violations of the student dormitory rules will result in a deduction of points that can be reinstated through an application for additional implemented points through good behavior, called “National Tsing Hua University Dormitory Points Deduction.” (Hereinafter referred to as Points)

二、住宿學生違反學生宿舍規則扣點，經通知後(如附表一—宿舍違規扣點通知單)有異議或申請銷點者，於七日內至生活輔導組填寫「學生宿舍違規扣點申覆表」(如附表二)或「勵新計畫銷點申請表」(如附表三)，超過七日未申請者視同放棄；生活輔導組接獲申請表得於七日內召開資審會議(十五點

【含】以上)議決，同意申覆則予以撤銷扣點，不同意申覆則維持原扣點；另同意申請勵新銷點，簽陳學務長核定實施(十五點以下者自行至生活輔導組申請)；自通知日起，同學至軍訓室(生活輔導組)由教官(系輔導老師)排定工作，每星期最多服務4小時為上限，完成勵新計畫後，填寫勵新計畫評量表(附表四)，經指導師長簽章，陳學務長核定後，由生輔組辦理銷點作業；未

能於四個月內如期完成勵新計畫者，仍依學生住宿規則辦理。

2) Students living in the dormitory who have broken the student dormitory code will be notified of their point deduction (refer to Attachment One—Dormitory Points Deduction Notice). In the case of any objections or requests, the students have within seven days of the notification to contact the Student Assistance Division to complete the [Student Dormitory Points Reversal Application] (refer to Attachment Two) or [Reversal of Point Deduction Form] (refer to Attachment Three); applications are not permitted after the seven day limit. Within seven days of receiving the application, the Student Assistance Division will convene a qualification meeting (before 15:00) to determine the resolutions of the applications. Approval means that the point deductions will be revoked while a disapproval means that the original point deduction stands. Approvals will be signed by the Director of Student Affairs (applications for deductions under fifteen points at the Student Assistance Division). After receiving the notification, students should go to the Military Office (Student Assistance Division) to the instructor (by department) to create a work schedule. The maximum amount of work is four hours per week. Complete a schedule (Attachment four) to be stamped by the instructor and the Director of Academic Affairs. Work done for the Student Assistance Division must be completed within four months. Failure to do so will result in a need for a new plan due to rules by the student dormitory rules.

三、資審會議由軍訓室主任或生活輔導組組長召集，成員五至七人，包含生活輔導組一員、住宿組一員、齋長四員(隨機報名)，採出席人數多數決。

3) The qualification meeting will be headed by the Director of the Student Assistance Division, or the Director of the Military Office, along with five to seven members which include at least one member from the Student Assistance Division, one member from the Student Housing Division, and four heads of Student Housing (picked at random). Voting will be decided by majority rule.

四、勵新計畫銷點申請必須以違反住宿規則所扣點數(以一事件)全數提出銷點申請，不能只銷部份點數，否則不予同意銷點申請。執行中如有再犯者，亦不同意申請。

4) The application for the reduction of points must follow the dormitory rules for full points recovery. Partial points recovery is not permitted, and repeat offenders are not permitted to apply.

五、勵新內容：1.辦公室清潔 2.環境整理 3.協助文書處理 4.宿舍服務 5.公益慈善(志工義工)服務 6.其他。

5) Details: ① Office cleaning ② Tidy environment ③ Word processing ④ Dormitory service ⑤ Charity work (volunteer) ⑥ others

六、 違規扣點勵新時數折抵計算方式：

6) Deducted points and service hours delegation method:

違規扣點 Deducted Points	勵新時數 Service Hours
2.5 點 Points	5 小時 Hours
5 點 Points	10 小時 Hours
10 點 Points	20 小時 Hours
15 點 Points	40 小時 Hours

七、 本要點陳學務長核定後實施，修正時亦同。

7) Amendments above approved by the Director of Academic Affairs

附表一

Attachment1

國立清華大學 齋 扣點 通知單 (第一聯) 交住宿組

National Tsing Hua University Dorm Point Deduction Notification Form (1st Contact) Return to
Division of Housing

查 齋 室 系學號 姓名 同學，於 年 月 日

Dorm Room No. Student ID Name year month day, has violated Dormitory
Rule Article 12 number , and has been deducted points. Please immediately follow in
accordance with the Dormitory Rules.

，違反宿舍規則第十二條第 項第 款，一次扣 點，請立即依住宿規定辦理。

※收到通知單七日內可至生輔組辦理「勵新計畫」消點申請，逾期視同放棄。Students may
submit an application to reverse this action at the Division of Student Assistance within seven
days of receiving this notification.

齋輔導老師： Dorm Instructor

齋 長： Dorm Head

(學年內累計扣點達十點(含)以上者，取消其下一學期住宿資格，累計扣點達十五點者(含)，
則須在兩週內搬離宿舍，不予退費) (If within a school year total points accumulate to 10, the
qualification of the student for the dormitory next semester is canceled. If accumulated points
is 15, the student has two weeks to move out of the school dormitory without a refund.)

中 華 民 國 年 月 日

國立清華大學 齋 扣點 通知單 (第二聯) 交生輔組

National Tsing Hua University Dorm Points Deduction Notification Form (2nd Contact) Return to
Division of Student Assistance

查 齋 室 系學號 姓名 同學，於 年 月 日

，違反宿舍規則第十二條第 項第 款，一次扣 點，請立即依住宿規定辦理。Dorm
Room Student ID Name , year month day, has violated Dormitory Rule Article 12
number , and has been deducted points. Please immediately follow in accordance with the
Dormitory Rules.

※收到通知單七日內可至生輔組辦理「勵新計畫」消點申請，逾期視同放棄。Students may
submit an application to reverse this action at the Division of Student Assistance within seven
days of receiving this notification.

齋輔導老師： Dorm Instructor

齋 長： Dorm Head

(學年內累計扣點達十點(含)以上者，取消其下一學期住宿資格，累計扣點達十五點者(含)，
則須在兩週內搬離宿舍，不予退費) (If within a school year total points accumulate to 10, the
qualification of the student for the dormitory next semester is canceled. If accumulated points
is 15, the student has two weeks to move out of the school dormitory without a refund.)

中 華 民 國 年 月 日

國立清華大學 齋 扣點 通知單 (第三聯) 扣點學生留存

National Tsing Hua University Dorm Points Deduction Notification Form (3rd Contact) For the Student

查 齋 室 系學號 姓名 同學，於 年 月 日
，違反宿舍規則第十二條第 項第 款，一次扣 點，請立即依住宿規定辦理。Dorm
Room Student ID Name , year month day, has violated Dormitory Rule Article 12
number , and has been deducted points. Please immediately follow in accordance with the
Dormitory Rules.

※收到通知單七日內可至生輔組辦理「勵新計畫」消點申請，逾期視同放棄。Students may
submit an application to reverse this action at the Division of Student Assistance within seven
days of receiving this notification.

齋輔導老師：Dorm Instructor

齋長：Dorm Head

(學年內累計扣點達十點(含)以上者，取消其下一學期住宿資格，累計扣點達十五點者(含)，
則須在兩週內搬離宿舍，不予退費) (If within a school year total points accumulate to 10, the
qualification of the student for the dormitory next semester is canceled. If accumulated points
is 15, the student has two weeks to move out of the school dormitory without a refund.)

中 華 民 國 年 月 日

國立清華大學學生宿舍違規扣點申覆表 National Tsing Hua University Student Dormitory Points Reversal Application

Application date 申請日期： 年 月 日

申請人	系所 Major		學號 Student ID		姓名 Name	
	齋舍寢號 Dormitory	齋 Dorm 室 Room	電話 Phone No.		E-mail 信箱	
	違反宿舍規則第__條第__項第__款，計扣__點。 Violation of Dormitory Rule __Article__Term__Paragraph, deduct__ points.					

申覆理由 Reason for Reversal

註：請詳述申覆理由，以利事件釐清。 Note: Please provide detailed reasons in order for the event to be clarified.

系所教官、輔導員 Department Instructor	承 辦 人 C o u n s e l o r	生 輔 組 長 Head of the Division of Student Affairs	軍 訓 室 主 任 Director of the Military Office

備註：違反宿舍規則扣點，經通知後於七日內至生活輔導組填寫本表申請申覆，超過七日未申請者視同放棄。

Other note: Application for the reversal of the points deduction is only permissible within seven days of the notification at the Division of Student Assistance. Application after seven days is not permissible.

國立清華大學學生宿舍違規勵新計畫銷點申請表 National Tsing Hua University Student Dormitory Reversal of Point Deduction Application

Application Date 申請日期： 年 月 日

申請人	系所 Major		學號 Student ID		姓名 Name	
	齋舍寢號 Dormitory	齋 Dorm 室 Room	電話 Phone No.		Email 信箱	
	我違反宿舍規則第____條第____項第____款，計扣____點，申請勵新服務____小時。 Violation of Dormitory Rule ____Article__Term__Paragraph, deduct____ points.					

違反宿舍規則簡述 Violation of Dormitory Rules Summary

註：請將違反宿舍規則之事實依發生時間、地點、相關人員、事件經過等簡述。Note: Please include detailed information regarding the violation of Dormitory Rules including time, location, people involved, reasons, and others.

系所教官、輔導員 Major Instructor	承辦人 Counselor	生輔組長 Head of the Division of Student A s s i s t a n c e	軍訓室主任 Director of the Military Office

備註：Note:

- 一、違反宿舍規則扣點十點（含）以下，經通知後於七日內至生活輔導組填寫本表申請銷點，超過七日未申請者視同放棄。1) If deduction of points is under 10, student is able to apply for reversal of point deduction at the Division of Student Assistance within seven days of the notification. Application is not permitted after seven days.
- 二、違反宿舍規則扣點十五點（含累積），經通知後於七日內至生活輔導組填寫本表申請銷點，須經「勵新資審」會議議決，簽陳學務長核定實施。2) If deduction of points is 15 accumulated points, student is able to apply for reversal of point deduction at the Division of Student Assistance within seven days of the notification, but must pass through the qualification meeting and receive the Director of Academic Affairs's approval.

國立清華大學學生宿舍違規勵新計畫評量表

National Tsing Hua University Student Dormitory Points Reversal Schedule

Date 送核日期： 年 月 日

申請人	系所 Major		學號 St.ID	姓名 Name					
	齋舍寢號 Dormitory		齋室 Dorm Room	電話 Ph. No.	Email 信箱				
	我違反宿舍規則第____條第____項第____款，計扣____點，申請勵新服務____小時。I violated Dormitory Rule ____article____term____paragraph, deducted____points and am applying for ____service hours.								
序號	年 Year	月 month	日 day	服務內容及表現情形概述 Service details and overview of performance	開始時間 Start Time	終止時間 End Time	時數 Hours	勵新單位 師長簽章 Supervisor Stamp	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
生 輔 組 Student Assistance Division			導 師 Advisor		系 所 主 任 Major Dean		學 務 長 Director of Academic Affairs		
系所教官、輔導員 Major Instructor									
生輔組長 Head of Student Assistance Division									
軍訓室主任 Director of the Military Office									

- 備註：一、自通知日起，同學至軍訓室（生活輔導組）由教官（系輔導老師）排定工作，每星期最多服務 4 小時為上限，同學完成勵新服務後，評量表須經指導師長簽章，7 天內呈送學務長核定。1) After receiving the notification, students should go to the Military Office (Student Assistance Division) to the instructor (by department) to create a work schedule. The maximum amount of work is four hours per week. Approved plans are to be stamped by the instructor and sent to the Director of Academic Affairs within seven days.
- 二、未能於四個月內如期完成勵新計畫者，仍依學生住宿規則辦理，執行中如有再犯者，亦不同意申請。 2) Work done for the Student Assistance Division must be completed within four months. Repeat offenders are not permitted to apply.
- 三、銷點時數最少以半小時計算，不足半小時者不予計算；超過半小時不足一小時者，以半小時計算。3) **Minimum requirement of thirty minutes of service required. If time served does not reach thirty minutes, it does not count. Past half an hour but not one hour, use half an hour to count.**