

學生獎懲問答集
Student Award and Punishment Q&A

1	<p>如何申請獎懲證明或操行成績證明? How to apply for Award and Punishment Certificate or Conduct Grade Certificate?</p>
答 Ans	<p>至學校首頁，專欄資訊中的「獎助學金」→「表單下載」→「獎懲證明及操行成績證明申請書」，填妥申請書，附上學生證影本，送蘭潭生輔組/民雄學務組，約3個工作天(不含假日)可完成。</p> <p>First, go to NCYU homepage, find “information” column, and click “Scholarships”. Second, go to “Download” and download “Award and Punishment and Conduct Grade Certificate Application”. Then, fill out the application form along with photocopy of your student ID card. Finally, send the files to Division of Student Assistance in Lantan or Office of Student Affairs in Minsyong. The application will be done in three weekdays approximately, holidays excluded.</p>
2.	<p>操行成績如何計算? How does conduct grade scoring work?</p>
答 Ans	<p>操行成績之評定，以82分為基本分數，再依本校學生操行成績考核辦法第3條規定，加減分數標準，核計實得總分。詳細請參考「國立嘉義大學學生操行成績考核辦法」。(學校首頁→專欄資訊中的「獎助學金」→「操行獎懲」→「學生操行成績考核辦法」)</p> <p>The basic score of conduct grade is 82. The overall score will be counted with addition and subtraction based on Art. 3 of Regulations for Evaluating NCYU Student Conduct Grade. For more detailed information, please refer to “Regulations for Evaluating NCYU Student Conduct Grade”. (NCYU Homepage > Information > Scholarships > Award and Punishment and Conduct Grade > Regulations for Evaluating NCYU Student Conduct Grade)</p>
3	<p>我被記過了，可以申請銷過嗎? I was recorded a demerit. Can I apply for record cancellation?</p>
答 Ans	<p>只要未達記大過以上之懲罰，經定期考察確有改過自新之具體事實，且於考察期間無違規情事者，均可依規定申請改過銷過。</p> <p>Students can apply for record cancellation in accordance with relevant regulations under following circumstances. First, the punishment does not go beyond major demerit. Second, students have specific acts of reforming themselves through regular examination. Third, no violation of rules during examination period.</p>
4	<p>我要如何申請改過、銷過呢? How to apply for repentance and record cancellation?</p>
答 Ans	<p>於處分公告日起即可親自前往蘭潭生輔組/民雄學務組領取填具「改過申請書」，師長依序審酌核章、由學務長核准後，始得按時完成愛校服務後，即可親自至蘭潭生輔組/民雄學務組填具「銷過申請書」。</p> <p>Since the punishment is announced, students can leave for Division of Student Assistance in Lantan or Office of Student Affairs in Minsyong to get the</p>

	application form of repentance in letter. After filing the form, the application will be examined and approved by superiors and Dean of Student Affairs in order. Students can then receive and file for record cancellation in person with the accomplishment of campus service in time.
5	銷過完成後，我的記過紀錄跟扣減的操行成績是否都會消除？ After record cancellation is done, will my penalty record and deducted conduct grade be cleared as well?
答 Ans	只能消除記過紀錄，操行成績仍依相關規定扣減。而且為避免造成氾濫，同一學生全學期申請「改過銷過」次數以1次為限。 According to relevant regulations, only penalty record can be cleared. Your conduct grade will still be deducted. What's more, in order to prevent abusive application, students can only apply for repentance and record cancellation "once" in one semester.
6	我有獎懲相關問題要到哪裡詢問？ I have some questions about Award and Punishment. Who should I turn to?
答 Ans	蘭潭及新民校區-生活輔導組 王小姐 271-7052 民雄校區-民雄學務組 劉小姐 2263411#1212 Please call 271-7052 to reach Ms. Wang of Division of Student Assistance in Lantan and Sinmin. Or call 2263411#1212 to reach Ms. Liu of Office of Student Affairs in Minsyong.