

Kaohsiung Medical University (KMU)

Guidelines on Infraction Expungement and Counseling for Students

Nov. 28, 2001	Approved at the 1 st meeting of Student Counseling Committee of academic year 2001
Apr. 4, 2002	Approved at the 8 th meeting of Regulations Committee of academic year 2001
Apr. 26, 2002	Announced in letter ref. (91) KMU Xue Fa Zi No. 003
Oct. 9, 2012	Approved at the 1 st discussion by Student Affairs Committee in academic year 2012
Nov. 29, 2012	Announced in letter ref. KMU Xue Wu Zi No. 1011103229

1. “Guidelines on Infraction Expungement and Counseling for Students of Kaohsiung Medical University (KMU)” (simply referred to as “the Guidelines,” hereinafter) are drawn out in accordance with “Student Reward and Punishment Regulations of KMU” in order to present the counseling and educating functions of university, and encourage students to correct their misbehaviors and be disciplined.
2. Students of KMU violating the Regulations of KMU for the first time, without major demerit received for the violation and showing repentance may apply for expungement of minor demerits.
3. The punished student may submit application to the Division of Student Counseling (simply referred to as “the Counseling Division, hereinafter”) subordinating to the Office of Student Affairs within 10 days (exclusive of national and public holidays) after the next day of confirmation for the punishment or appeal.
4. The implementation of infraction expungement for students is based on the principles as follows:
 - (1) Each student receiving one admonition should fulfill love-KMU service for 16 hours; each student receiving one minor demerit should fulfill love-KMU service for 48 hours; and so forth. Love-KMU service should be implemented in separated days, and should not exceed 4 hours per day.
 - (2) Contents of love-KMU service: Tidying up the campus environment or other appropriate work.
 - (3) Love-KMU service has to be completed within 4 months after assignment of work. Should love-KMU service be not completed for special circumstances, the case should be reported to the Director of Student Affairs for approval.
5. Infraction expungement procedure:
 - (1) Application Form of Student Infraction Expungement is available at the Counseling Division. Please refer to Table 1 as per attached (hard copy are available).
 - (2) The completed Application Form should be countersigned by the advisor of the applicant, and then submitted to the Director of Student Affairs for approval.
 - (3) Should a student with infraction expungement approved, the announcement of punishment for the student shall be suspended.
 - (4) Upon completion of love-KMU service by the punished student, Student Infraction Expungement and Counseling Record Form has to be approved by the Director of Student Affairs. Please refer to Table 2 as per attached (hard copy are available).
 - (5) Applications for expungement of minor demerits have to be submitted to Student Affairs Committee for approval.

6. Should a punished student receive admonition or more serious punishment within one year after infraction being expunged, the infraction record being cancelled shall be resumed, and the original punishment shall be announced.
7. Having been approved by the Student Affairs Committee, and submitted to the President and then achieving the President's approval, these Guidelines are implemented from the date of announcement. Any amendments to the Guidelines shall also be processed in the same way.

Kaohsiung Medical University (KMU)			
Application Form of Infraction Expungement and Counseling for Students			
		Date of application:	
Narration and Self-Examination		Director of Student Affairs	
		Division of Student Counseling	Department Chair or Director of Graduate Institute, Advisor
Department or Graduate Institute / Year	Name (Student ID No.)	Life Counselor	Unit Suggesting the Punishment
Kind of Punishment	Reason of Punishment		
		Applicant	
___ Minor Demerit(s)			
___ Admonition(s)			

