

**C.C.C. Mong Man Wai College 中華基督教會蒙民偉書院**  
**21-22 Self-Reflection and Self-Enhancement Scheme Application Form**  
**(自省自強計劃申請表)**

\*Please use English or Chinese to fill in the form 請用中文/英文填寫

**Name of student 學生姓名:** \_\_\_\_\_ ( ) **Class 班別:** \_\_\_\_\_

Due to the situation of epidemic COVID-19 and the aim of encouraging students to study, adjustment has been made to Self-Reflection and Self-Enhancement Scheme. Students can offset demerit records with whole-year merit records and hours of academically-related activities.

因應 2019 冠狀病毒疫情發展，以及鼓勵同學勤加溫習，故本校「自省自強」計劃亦作出相應調整。同學可以全年的優點或通過參與學習相關活動以抵消記過紀錄。

**Part A (甲部)** (to be completed by the applicant 由申請人填寫)

	<b>缺點 minor demerit</b>
Reason 事由	
No. of minor demerits 缺點數目	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Others 其他_____
Teacher-in-charge 懲處老師	<b>Parent letter should be attached for Demerit records.</b> 小過以上須另附家長信
No. of minor demerit label 缺點編號	_____ 2021 _____
Date of issue 發出日期	

Description of the incidents concerned (概述受罰事件) :

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A concrete commitment for improvement (具體改過承諾) :

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Signature of the student: 學生簽署 :	Signature of the parent: 家長簽署 :
Signature of the class teacher: 班主任簽署 :	Date of application: 遞交日期 :

**-Please submit a separate form for cancelling each demerit record.**

**每項記過紀錄須獨立遞交申請表。**

Way of offsetting 抵消的方式 Offsetting 1 minor demerit as an example (以抵消 1 個缺點為例)	No. of Merit points required 需要優點數目	Hours of academically-related activities required, such as study and tutorial classes. 需要與學習相關活動時數 (例如：溫習、補習)
Cancellation of 1 minor demerit point needs 抵消 1 個缺點	2 merit points 2 個優點	/
	1 merit point 1 個優點	4-hours 4 小時
	/	8-hours 8 小時
Cancellation of 5 minor demerit points or above 抵消 5 個缺點或以上的懲處	To be discussed and decided by the Discipline Committee. 由訓導委員會商討及決定	

1. Punishment is counted according to each sticker. Application procedure should be finished within 20 days of school.  
懲處以每張貼紙計算，發出貼紙 20 個學校日內要完成申請手續。

2. Due to the limitation of epidemic situations, students can start accumulating the hours of academically related activities after getting the demerit stickers. They should **submit the application form to the responsible teacher for approval when they come back to school for face-to-face lessons.** 受疫情限制，學生收到缺點紙後，可先開始累計與學習相關活動的時數。待回復面授課後，須盡快遞交申請表格予負責老師批核。

Remarks: Students can only accumulate the hours of academically-related activities **after receiving the minor demerit stickers.** 留意：必須在收到缺點紙後，才可以開始累計與學習相關活動的時數。

For example: Students got the minor demerit stickers on 1/12/2022. He can only use the hours of academically-related activities on or after 1/12/2022 to offset the minor demerit records.

例如：學生在 1/12/2022 收到記過貼紙，學生只可以 1/12/2022 或之後 的學習相關活動的時數抵消缺點。

3. Only **completed hard copies of application forms** will be accepted. 只接受已填妥的表格。

4. Students can offset demerit records with **whole-year** merit records and hours of academically-related activities. However, in case of **repeated offence in the same semester, the application will not be considered.**

學生可以全年的優點或通過參與學習相關活動以抵消記過紀錄；惟於同一學期重犯的缺點/小過不能申請抵消。

5. The item to be offset will be counted according to the record of each sticker.

申請抵消的項目以每張貼紙計算。

6. The deadlines are as follows: 截止日期如下：

	Deadline for submission 截止日期
S.1-S.5 中一至中五	上學期 2022/01/7 (Friday 星期五)
	下學期 2022/06/16 (Friday 星期四)
S.6 中六	2022/02/15 (Tuesday 星期二)

**Part B (乙部)** (to be completed by teacher-in-charge of Discipline Committee 由訓導處負責老師填寫)

Application accepted. 接納申請 \*(Also suitable for Cancellation of 5 minor demerit points or more 抵消 5 個或以上缺點亦適用)

No. of Academically-related Activities Hours 與學習相關活動時數	No. of Merits 優點

Application rejected. 拒絕申請

Signature of teacher-in-charge 負責老師簽署： \_\_\_\_\_

Date of approval 批核日期： \_\_\_\_\_

### Record of Academically-related Activities Hours

(Unit of record : Only accept 0.5 hour or 1 hour e.g. 3 hours, 2.5 hours )

與學習相關活動時數 (記錄單位：只接受 0.5 小時或 1 小時，例如 3 小時、2.5 小時)

Date 日期	No. of hours completed 時數	Parent's signature 家長簽署	Name of Parent 家長姓名	Date 日期	No. of hours completed 時數	Parent's signature 家長簽署	Name of the Parent 家長姓名
Total number of hours 總時數：							hours 小時

### Record of merits 優點紀錄

Label No. 優點編號	Reasons for obtaining merits 記優點事由	Teacher-in-charge 負責老師	No. of merits 優點數目

Complete the application form before the following deadlines and see Ms. Siu Kai Chit with your handbook to complete the application procedure: 須於限期前帶同填妥申請表及手冊到教員室見邵佳婕老師以完成申請手續：

	Deadline for submission 截止日期
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