Tamkang University Lanyang Campus Smoking Ban Violation Reporting Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Offender |  | Department  |  |
| Student ID |  |
| Violation Location |  | Date / Time |  |
| TKU Regulation  | TKU Regulations Regarding the Banning of SmokingArticle 6\_Reporting smokers2. Staff members from the Center for Environmental Protection, Safety, and Health, the Office of Military Education and Training, and the Guidance Section, Office of Student Affairs, after first gaining evidence and obtaining the offender’s details (name, student number etc), may transfer the case directly to the responsible unit, which will issue a warning or punishment. |
| Brief facts of the Offender | □**Faculty** members warned by the belonging department.□**Staff** members warned by the belonging office.□**Students** receive punishment in accordance with the TKU Regulations on Student Rewards and Sanctions. |
| The following categories of people will be subject to official ROC law in accordance with the Tobacco Hazards Prevention Act□**Faculty** members who do not heed warnings from the department /office they belong to after being reported for breaching regulations.□**Staff** members who do not heed warnings from the department / office they belong to after being reported for breaching regulations.□**Students** who are reported for violating regulations three times in one academic year.□**Contracted companies** or their **employees** who are reported. |
| Department of Reporter |  | Student ID/Employee ID |  |
| Phone number |  | Signature  |  |

This copy is given to the related department by the Office of Military Education\_ Lanyang Campus Section

PHS-Q03-001-FM17-02

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