

# 長庚大學學生申訴處理辦法

## Student Grievance Regulation of Chang Gung University

中華民國86年4月29日校務會議通過訂定  
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中華民國111年4月7日教育部臺教學(二)字第1110031862號函核定

### 第一條 目的與依據

長庚大學（以下簡稱本校）為保障學生生活、學習及受教權益，增進校園和諧，依大學法第三十三條第四項及本校組織規程第四十一條，建立學生申訴制度，特訂定「長庚大學學生申訴處理辦法」（以下簡稱本辦法）。

### Article 1 Purpose and legal basis

To ensure students' learning, living and educational rights as well as to promote campus harmony, Chang Gung University (hereinafter the University) has established the student grievance policy and procedures in accordance with Article 33 Paragraph 4 of University Law on principles of student grievance resolution for college students and Article 41 of Chang Gung University Organizational Charter, and promulgates the Student Grievance Regulation (hereinafter the Regulation).

### 第二條 申評會組織

本校為處理學生申訴案，設置學生申訴評議委員會（以下簡稱申評會），置委員十一至十五人，組成及產生方式如下：

一、教師委員：由校長遴聘各學院及通識中心推薦未兼行政職務教師代表一人，及校內法律、教育、心理等專業教師三至七人。教師委員中未兼行政職務者，不得少於申評會委員總數之二分之一。

二、職工委員：由校長遴聘專員級以上職工代表一人。

三、學生委員：由學生自治組織推派大學部及研究所學生代表各一人。

四、校外公正人士：校長得視需要聘請相關專業人員一人。為處理特殊教育學生申訴案件，應增聘至少二位與特殊教育需求情況相關之特殊教育學者專家、特殊教育家長團體代表或其他特殊教育專業人員擔任委員。

依前項規定組成本校之「特殊教育學生申訴評議委員會」，其

委員任期、會議召開、表決、評議決定及保密等規定，均應依特殊教育學生申訴服務辦法辦理。

任一性別委員應占委員總數三分之一以上。擔任學生獎懲委員會委員或負責學生獎懲決定、調查之人員，不得擔任申評會委員。校內委員均為無給職，任期二學年，連聘得連任。委員因故無法擔任職務時，由校長依其代表屬性另行遴聘，繼任委員任期至原任期屆滿之日止。

申評會置主任委員一人，由委員互選產生。如遇主任委員不克出席會議，得由其指定委員一人代理主席主持會議；主任委員未指定時，由委員互推一人代理之。

主任委員於任期開始，得依委員職務屬性編定審議小組，輪值依本辦法第七條執行評議準備程序。審議小組由委員三人組成，並互推一人為組長。

申評會置幹事一人，由校長指派校長室專人負責申訴書之收件，並依評議程序，執行相關行政作業。

## **Article 2 The Review Committee organization**

The University shall establish the Student Grievance Review Committee (hereinafter the Review Committee) to review and resolve student grievance claims. The committee should have 11 to 15 members. The composition and the member selection of the Review Committee are as follows.

1. Faculty members: President of the University shall appoint one representative who does not hold any administrative position from each college and the Center for General Education and 3 to 7 faculty members with professional backgrounds in law, education, special education, or psychology. No more than half of the members of the Review Committee should hold administrative positions.
2. Members of administrative staff: President of the University shall appoint one representative who holds the position of coordinator or above.
3. Student members: 2 student members shall be designated by the Student Union – among them, one should be undergraduate student; the other should be graduate student.
4. Off-campus impartial member: The President should hire an expert of relevant profession or expertise.

To handle grievance cases from students with special education needs,

the school should hire at least two scholars or experts in special education, a representative from the Special Education Parent Association, or other relevant professionals in special education as committee members.

Based on the provisions established in the preceding article, the school shall establish the “Grievance Review Committee for Special Education Students”. The term of office, meetings, votes, decision reviews and other regulations concerning confidentiality shall all be dealt with according to the Regulations for Grievance Services for Special Education Students.

Any gender should represent more than one third of the Review Committee. Members of the Student Rewards and Disciplinary Committee, or those involved in student disciplinary actions and/or investigations should refrain from appointment. The term of service of on-campus members is two years, without remuneration. Each member may be re-appointed without term limitations. If a committee member has a reason to be unavailable for duty, the president shall appoint another member for the nature of the attribute represented by the absentee. The term of office of the newly appointed member will then end on the original member’s expiry date.

Members should elect a chairperson from among themselves. The chairperson may appoint one member as acting chairperson during absence. If the chairperson does not appoint an acting chairperson, members should elect an acting chairperson from among themselves.

The chairperson may establish review groups according to the nature of committee members' attributes at the beginning of the chairperson's term of office. Preparatory procedures for reviews shall follow Article 7 of these Regulations in rotation. Three members shall compose a review group, with one member elected as the team leader.

The President shall designate one staff from the Office of the President to collect claims and take charge of relevant administrative work according to the procedure of the Review Committee.

### 第三條 申訴資格、理由及身分認定

學生、學生會及其他相關學生自治組織（以下簡稱申訴人）就

本校對其懲處、其他措施或決議，認有違法或不當，致損害其權益者，得依本辦法向申評會提起申訴。

前項所稱學生，指本校對其為懲處、其他措施或決議時，具有學籍者。但依性別平等教育法、校園霸凌防制準則救濟規範提起申訴者，不在此限。

第一項所指學生會或其他相關學生自治組織提起之申訴案件，應先經各該自治團體依照規章議決規定達成決議並做成紀錄，列為申訴書附件，由自治團體負責人代表提出申訴。

特殊教育學生或其監護人、法定代理人於學生學習、輔導、支持服務或其他學習權益受損時，得向本校提起申訴。

### **Article 3 Eligibility of the claimant, reasons, and identity confirmation**

Students, student councils, and other student governing organizations (hereinafter the Claimant) may file a grievance claim to the Student Grievance Review Committee in accordance with the Regulation for any perceived inappropriateness or violation of regulations / policies of university disciplinary actions, administrative penalty, measures or decisions that infringe upon the rights and benefits of the Claimant.

The Claimant should be enrolled at the University at the time of the university disciplinary actions, administrative penalty, measures or decisions under dispute. These Regulations shall not apply to grievances according to the Gender Equity Education Act and the Remedy Guidelines under the School Bullying Prevention Code.

Student councils or other student governing organizations mentioned in Paragraph 1 should reach a consensus and take the minutes in accordance with the provisions of respective bylaws before filing a claim. The consensus and the minutes should be presented as supplementary documents by the representative of the student governing organization when filing a claim.

Students with special education needs or their guardians or legal representatives may file a claim to the University for any perceived encroachment to their rights of learning, guidance and counseling, support and service, or studies.

#### **第四條 申訴提起期限**

申訴之提起，應自懲處、行政處分、其他措施或決議通知送達之次日起三十日內；依前條第四項提起之特殊教育權益申訴，

應自知悉或通知送達之次日起二十日內，以書面方式為之。  
申訴人因天災或其他不應歸責於己之事由，致遲誤前項申訴期間者，於其原因消滅後十日內，得以書面敘明理由向申評會申請受理評議，但遲誤申訴期間已逾一年者，不得為之。  
申訴提起後，申訴評議決定書送達前，申訴人得以書面撤回申訴案；申訴經撤回後，就同一事實不得再提出申訴。  
申訴人向本校提起申訴時，同一案件以一次為限。

#### **Article 4 Filing deadline**

The Claimant who objects to University disciplinary actions, administrative penalty, measures, or decisions should file a written claim to the Review Committee within 30 days (excluding the date of receiving) of receiving such an order, or within 20 days (excluding the date of receiving) of learning about or receiving such an order according to Item 4 of the preceding article about the claim for special education rights. If the Claimant cannot follow the above submission timeframe due to natural disaster or event unaccountable by the Claimant, the Claimant may submit a claim within 10 days when the cause of deferment ceases to exist, with clear explanations of the cause. The grace period shall be honored within one year of the original date of disciplinary action.

The Claimant may withdraw the grievance claim by submitting a written notice before the Notification of Resolution is delivered by the Review Committee. After the grievance claim is withdrawn, the Claimant cannot file another grievance claim on the same cause.

The Claimant is restricted to filing only one grievance claim for an event under dispute.

#### **第五條 申訴提起方式**

申訴人應填具「長庚大學學生申訴書」(以下簡稱申訴書，表號：00A000101)，載明下列事項，並親筆簽名，以書面方式提出。

一、申訴人姓名、年齡、系級、學號、有效通訊地址及聯絡電話。

二、原為處分或措施之單位。

三、申訴之主旨、事實、理由及訴求。

四、提出申訴日期。

五、支持申訴事實、理由及訴求之證據。

申評會審議小組認為申訴書及所附文書不合規定要件，而其情形可補正者，應通知申訴人於七日內補正，補正期間應自評議期間扣除。屆期未補正者，通知補正期間自評議期間扣除。

申訴人得委請代理人提起申訴，並檢附委任書，載明代理人姓名、身分證明文件字號、通訊地址、電話及委任範圍。

## **Article 5 How to file a grievance claim**

The Claimant should submit a completed Chang Gung University Student Grievance Form (Form number : 00A000101; hereinafter the Grievance Form) with the following information and the Claimant's signature.

1. The Claimant's name, age, department and year, student number, correspondence address, and contact number.
2. The respondent unit.
3. The subject, facts, reasons, and requests of the grievance claim.
4. The date of filing the grievance claim.
5. Evidence that supports the fact, reasons, and requests of the grievance claim.

Should the Review Committee reckon the grievance claim and attached documents incomplete or not in line with relevant regulations, but rectifiable, it should notify the Claimant to resubmit the application within 7 days of notification. The resubmission period should be excluded from the review period. If the Claimant misses the deadline, the Claimant should be notified that the resubmission period should be excluded from the review period.

The Claimant may file a claim through a representative. A power of attorney including the representative's name, ID number, correspondence address, telephone number, and scope of mandate should be attached.

## 第六條 申訴不受理情形

申訴有下列各款情形之一者，應為不受理之評議決定：

一、申訴不符合本辦法第三條之範圍者。

二、申訴提起不符合本辦法第四條期限者。

三、原措施已不存在或申訴已無補救實益。

四、對已評議決定或已撤回之申訴案件就同一事實重行提起申訴。

五、其他不合法定程序、不能補正或經通知逾期不補正者。

## **Article 6 Circumstances in which the grievance is dismissed**

A grievance that consists of any of the following circumstances shall be dismissed:

1. The grievance does not comply with Article 3 of these Regulations.
2. The claimant does not comply with Article 4 of these Regulations.
3. The original measure no longer exists, or the grievance has no remedial benefits.
4. Re-submission of the same grievance on the facts of a reviewed decision or a withdrawn case.
5. Other non-compliance with statutory procedures, failure to correct or failure to correct before the notified expiry date.

### 第七條 評議準備程序

申評會收受申訴書時，應由審議小組就下列事項進行評議準備：

一、審查申訴之提起是否符合本辦法規定。

二、確認申訴爭議標的、事實及理由。

三、提列應請相關人員或原為懲處、其他措施或決議單位（以下簡稱原處分單位）說明事項。

四、通知申訴人、關係人員或原處分單位答覆應說明事項。

五、其他評議準備相關事項。

準備程序所為事項，應列明書面紀錄，並由申評會幹事協助執行相關行政事務。

審議小組建議不受理案件，得敘明理由並將前項所為書面紀錄，以通訊方式送交全體委員，經三分之二以上委員同意，做成不受理決定。

## **Article 7 Preparatory procedures for reviews**

In the instance of a grievance's acceptance by the Grievance Review Committee, the Review Team shall conduct preparatory procedures for reviews according to the following:

1. Examine whether the filing of the grievance complies with the measures in these Regulations.
2. Confirm the subject matter, facts and reasons for the grievance.

3. List matters that require explanations from relevant personnel or the units responsible for the original punishment, other measures or decision-making (hereinafter referred to as the Respondent Unit).
4. Notify the claimant, concerned parties, or the respondent unit to explain the matters.
5. Other matters related to the review's preparation.

Matters of the preparatory procedures should be listed in written records and the Grievance Review Committee's personnel shall assist in the execution of relevant administrative affairs.

The Review Team needs to state its reason for a case's dismissal in a written record and send it by utilizing means of correspondence to all committee members. A decision for dismissal shall be made only with the consent of more than two-thirds of the committee members.

#### 第八條 評議處理程序

申評會開會應有三分之二以上委員出席，且特殊教育學生申訴案件應有二位符合申訴類別之特殊教育專業人員出席，始得開會。評議決定需經逾三分之二出席委員同意始得決議。委員迴避時，不計入應出席人數。

申評會應於收到申訴書之次日起三十日內，完成評議；必要時，得予延長，並通知申訴人。延長以一次為限，最長不得逾二個月，但涉及退學、開除學籍或類此處分之申訴案件，不得延長。

申訴案有調查或實地瞭解之必要時，經申評會決議，得由全體委員互選三至五位委員，必要時得聘請專業人士共同組成調查小組，負責申訴案件之調查，並將調查結果於申評會報告。申評會得參考調查結果進行評議。

申訴案件之評議得通知申訴人、原處分單位之代表及關係人到場說明或以其他方式陳述意見。

申評會委員對申訴案件有利害關係者，應自行迴避。申訴人於申訴案開始評議前，亦得聲請該等委員迴避。

申評會應秉持客觀、公正、專業之原則，評議申訴案件。申訴案件之評議以不公開為原則；申評會之評議、表決及委員個別意見，應予保密。

## **Article 8 Appeal Review Process**

A Grievance Review Committee's meeting requires the attendance of more than two-thirds of its members. In the instance of a special education student's grievance, two special education professionals who match the category of the grievance in question should also be present. A review decision requires the consent of more than two-thirds of attended committees. When a committee member withdraws, they will not be counted in the number of attendees.

The Review Panel shall complete the appraisal within 30 days from the day after receiving the Student Grievance Form. If necessary, the appraisal duration may be extended and the claimant will be notified. The extension shall be limited to one time, and the maximum period shall not exceed two months, but cases involving the withdrawal of school or dismissal of school will not be subject to extension.

If there is a need for further investigation involving the appeal case, the Review Committee will select three to five of its members to form an investigation team to investigate on the case. If necessary, they may employ experts to serve on the investigation team as well. An investigation report will be submitted upon completion of the investigation, and the appeal request will be reviewed with reference to the report findings.

The claimant, representatives from the respondent unit, administrative disciplinary unit and resolution unit (hereinafter referred to as the respondent unit), and relevant person(s) may be called up to explain or present their opinions or use other methods to explain or present their opinions.

Members of the Review Committee who have a conflict of interest involving the appeal case should excuse themselves from the appeal process. The claimant can request for such person(s) to be excused from the review committee before the appeal case proceeds.

The review committee shall uphold the principles of objectiveness, impartiality, and professionalism in the execution of the review. The appraisal of the appeal case shall be based on the principle of non-disclosure; the appraisal, voting and individual opinions of the review committee shall be kept confidential.

### **第九條 評議停止**

申訴提起後，申訴人就申訴事件或其牽連事項，提出訴願或訴訟者，應即以書面通知本校，由本校轉知申評會。申評會知悉

時應停止評議，並以書面通知申訴人；於停止原因消滅後，經申訴人書面請求，應繼續評議。

申訴案件全部或一部之評議決定，以訴願或訴訟之法律關係是否成立為據者，申評會於訴願或訴訟程序終結前，應停止評議，並以書面通知申訴人；於停止原因消滅後，應繼續評議，並以書面通知申訴人。

涉及退學、開除學籍、足以改變其學生身分及損害其受教育機會類此處分之申訴案件，不適用前二項之規定。

## Article 9 Resolution stop

The Claimant should notify the University of any appeals or litigations regarding or relevant to the filed claim in writing, which shall be relayed to the Review Committee. The Review Committee should stop the review process upon acknowledging the facts, and notify the Claimant in writing. The review process shall resume upon written request by the Claimant when the causes of the interruption ceases to exist. If the resolution of the Review Committee is based fully or partially on the decisions of the appeal or litigation, the Review Committee should suspend the review process before the decision is reached, and notify the Claimant in writing, and resume the review process once the causes of the suspension ceases to exist and notify the Claimant in writing. The previous two regulations are not applicable to claims involving expulsion, deprivation of student standings, change of the student status, infringement on educational opportunities, or similar orders.

### 第十條 涉及學籍之處理

退學、開除學籍或類此處分之申訴案件，於評議決定確定前，申訴人得以書面向原處分單位申請繼續在校肄業。原處分單位應徵詢申評會之意見，並衡酌學生生活、學習狀況，陳請校長核定，於七日內書面回覆，並載明學籍相關之權利與義務。經本校同意在校繼續肄業者，除不得授給畢業證書外，其修課、成績考核、獎懲得比照在校生處理。

退學、開除學籍或類此處分之申訴案件，經評議確定維持原處分者，應依下列規定辦理：

- 一、修業證明書所載修業截止日期，以原處分日期為準。
- 二、申訴期間所修習科目學分，得發給學分證明書。
- 三、役男「離校學生緩徵原因消滅名冊」，於申訴結果確定後

三十日內冊報。

四、退費基準依教育部專科以上學校向學生收取費用辦法第八條及專科以上學校學雜費收取辦法第十五條規定辦理。

### **Article 10 Cases involving students' enrolment status**

In the case of withdrawal, expulsion from the school, or complaints in this category, the claimant could apply in writing to the unit to continue to study in the school before the finalized decision is made. The respondent unit shall consult the opinions of the review committee and consider the student's circumstances, and put in a request for the president to approve the student's request. The president shall provide a written reply within 7 days, and shall specify the student's rights and obligations. Students given the written consent of the president will continue to study in the school. Apart from not being granted a diploma, the course enrolment, course performance evaluation, awards, and punishments will be comparable to the existing students within the school.

In the case of withdrawal, expulsion from the school, or complaints in this category, should the original decision be maintained, students' enrolment status and relevant matters shall be handled in accordance with the following provisions:

1. The study record shall be dated as per the original school punishment.
2. Credits for courses taken during the course of the appeal may be issued a credit certificate as proof of study.
3. Males drafted for military service shall report for enlistment 30 days after the results of the appeal are confirmed.
4. Refunds shall be handled in accordance to Article 8 of the Student Fee Regulations for Junior Colleges and Institutions of Higher Education and Article 15 of the Tuition Fee Regulations for Junior Colleges and Institutions of Higher Education.

### **第十一條 評議決定**

相關各造經合法通知，無不可抗力因素，不於規定期間內提出書面答覆或於指定期間列席說明者，申評會得衡酌全盤資料及相關證據後，逕為決定。

申評會完成評議應提出申訴評議決定書，載明下列事項：

一、申訴人姓名、院系與年級（或學生自治組織名稱）及通

訊地址等基本資料

二、主文

三、事實（不受理之申訴案件得不記載事實）

四、決議理由

五、申評會主席署名

六、評議決定日期

七、救濟程序

申訴評議決定書陳請校長核定时，應知會原處分單位。原處分單位認為有牴觸法令或窒礙難行者，應於七日內以書面敘明具體事實及理由，陳報校長，並副知申評會；校長認為有理由者，得移請申評會再議，並以一次為限。

申訴評議決定書經校長核定後，應通知原處分單位依評議決定執行，並以具回執聯之雙掛號郵件送達申訴人。

## **Article 11 Review decision**

After legally notifying relevant parties, under no force majeure factor, for those who do not submit a written reply or declare an attendance to explain within the specified time, the Grievance Review Committee shall decide the case after considering all the materials and relevant evidence.

Upon the completion of the review, the review committee shall submit a final resolution report stating the following:

1. Basic information such as the name, department, grade (or student self-governing organization name) and correspondence address of the claimant
2. Final Decision
3. Facts (rejected cases will not record facts)
4. Reasons for the outcome
5. Signature of the Chairman of the review committee
6. Decision Date
7. Relief procedures

The final decision, subject to the approval of the president, shall be made known to the respondent unit. Should the respondent unit have reasons to believe that the decision is in conflict with existing laws or regulations, it should state the facts and reasons in writing within seven days, and the president should be duly informed and the review committee kept in the loop. If the president accepts the request, he may request the review committee to deliberate its decision, up to a maximum of one time.

After the decision is approved by the president, the respondent unit shall execute the final decision and inform the claimant in a double-registered mail with a return address.

#### 第十二條 救濟程序

申訴人就本校所為之行政處分，經提起申訴而不服其決定，得自申訴評議決定書送達之次日起三十日內提起訴願，依教育部規範繕具訴願書，並檢附申訴評議決定書，送交本校函送教育部。

本校收到前項訴願書，應儘速附具答辯書，並將必要之關係文件，一併函送教育部。

申訴人就本校所為行政處分以外之懲處、其他措施或決議，經提起申訴而不服其決定，得按其性質依法提起訴訟，請求救濟。

### Article 12 Relief procedures

If the Claimant is dissatisfied with the ruling of the Review Committee, he/she may file an appeal to the Ministry of Education in writing, attaching the Notice of Resolution, through the University within 30 days of receiving the Notice of Resolution.

The University should process the appeal expeditiously upon receipt, with a defense report and necessary relevant document(s) submitted to the Ministry of Education.

The Claimant who is dissatisfied with the Review Committee's resolution on penalties, measures, or decisions, other than administrative sanctions by the University, may file suits to the court by the nature of the issue and plead remedy.

#### 第十三條 訴願及行政訴訟獲救濟之輔導

評議決定、訴願決定或行政訴訟判決撤銷本校原退學、開除學籍或類此處分者，其因特殊事故無法及時復學時，本校應輔導其復學；對已入營無法復學之役男，本校應保留其學籍，俟其退伍後，輔導優先復學；復學前之離校期間並得補辦休學。

### Article 13 Remedial assistance

For review decisions, appeal decisions or administrative litigation verdicts that overrule the Review Committee's resolution involving expulsion, deprivation of student standings, or similar orders, the University shall provide remedial assistance to the Claimant. For Claimants unable to immediately re-enroll due to extraordinary circumstances, the University shall facilitate the re-enrollment process. For those conscripted, the University shall retain their student status and render priority for re-enrollment after discharged from the military. The period of absence from study prior to re-enrollment may be processed as suspension of study.

第十四條 校園性別平等及霸凌事件申訴之處理  
學生因校園性侵害、性騷擾、性霸凌、校園霸凌事件提起申訴，依性別平等教育法、校園霸凌防制準則相關規定辦理。

#### **Article 14 Claims regarding gender equity and bully**

Claims regarding gender equity, sexual assault, sexual harassment, sexual bullying, or bullying on campus shall be handled in accordance with the Gender Equity Education Act, the Regulations on the Prevention of Bullying on Campus, or relevant regulations.

第十五條 實施與修正  
本辦法經校務會議通過，陳請校長核准，報教育部核定後實施，修正時亦同。

#### **Article 15 Implementation and modification**

This set of guidelines shall be passed by the University Affairs Council, approved by the president, and ratified by the Ministry of Education before being promulgated. The same procedure applies to any later amendments made.

## 長庚大學學生申訴書

姓名	學院	系所 (學生自治組織)	年級	學號	生理性別
<u>是否具已鑑定之 特殊教育學生身分</u>		<input type="checkbox"/> 否 <input type="checkbox"/> 是，類別		電子郵件 信箱	
<u>通訊地址</u>				手機號碼	
<u>原處分、措施 之單位</u>					
申訴事實	(收受本校懲處、行政處分、措施或決議之 <u>通知文書名稱、內容及送達日期</u> )				
申訴理由	(對於本校之相關處分，提出本校有違法或不當，致損害權利或利益之理由)  (表格可自行延伸)				
希望救濟方式	(建議具體可行之方式，例如：撤銷原處分…)				
附件	(檢附文件及證據，並請裝訂於申訴書之後) 1. 原行政處分書影本(懲處、措施或決議)。 2. 本案事實之佐證(附件)。 3. 委任書(符合本辦法第五條之規範)。 4. 特殊教育學生請另檢附有效期限內之鑑定證明文件影本。 5. 學生自治團體請另檢附作成申訴決議之會議紀錄及相關程序文件影本。				

申訴學生(學生自治組織) → 校長室(申評會經辦)

申訴人簽名：

年 月 日

申評會收件章

表號：00A000101

## Chang Gung University Student Grievance Form

Name	College	Department or Graduate Institute (Student Self-Governing Organization)	Year	Student Number	Biological Sex
Is the Special Education Student Status Certified?		<input type="checkbox"/> No <input type="checkbox"/> Yes, the category		Email Address	
Mailing Address				Mobile Phone Number	
Original Respondent Unit for Punishment and Measures					
Facts for Grievance	(The name, content and delivery date of the document containing the school's punishment, administrative sanction, measures or decisions)				
Reasons for Grievance	(List reasons if the school has violated the law, and caused damage to rights and interests when making the relevant punishment.)  (This is a self-extending table)				
Hopes for Remedy	(Suggest specific and feasible ways. Example: revocation of the original punishment...)				
Attachment	(Attach documents and evidence. Please bind them after the form) 1. A copy of the original administrative sanction (punishment, measures, or decision). 2. Supporting evidence for the case (attachment). 3. Letter of appointment (As per Article 5 in these Regulations.) 4. For special education students, please attach a copy of an identification certificate that is within the valid period. 5. For student self-governing organizations, please attach a copy of the meeting minutes for grievance claim and copies of relevant procedural documents.				

Complaining Student (Student Governing Organization) → Office of President (Review Committee)

Claimant's Signature:

yyyy-mm-dd

Form Number : 00A000101

學生申訴處理辦法

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 Seal of Receipt  
 of the Grievance  
 Review Committee

111年3月17日修正