

Shu-Te University Student Appeal Review Methods

General Principles

- Article 1. In order to protect students' rights to learning, living and receiving education, the "Shu-Te University Student Appeals and Evaluation Regulations" (hereinafter referred to as "these Regulations") are hereby established in accordance with Article 33, Paragraph 4 of the University Act and Article 27, Paragraph 1, Item 4 of the University's Organizational Regulations.
- Article 2. Appeals from students, student unions, and other relevant student self-governing organizations shall be handled by the Student Appeals Review Committee (hereinafter referred to as the Appeals Committee).
The organization, responsibilities, and functions of the aforementioned committee shall be determined separately.
- Article 3. I. Students, student council members, and other relevant student self-governing organizations of this school (hereinafter referred to as "appellants") who believe that any disciplinary action, other measures, or resolutions of this school are illegal or inappropriate, and that have harmed their rights or interests, may file an appeal in accordance with these regulations.
- II. Appeals filed by students regarding campus sexual assault, sexual harassment, sexual bullying, or campus bullying incidents shall be handled in accordance with the relevant provisions of the Gender Equality Education Act and the Campus Bullying Prevention Guidelines. Special education students shall be handled in accordance with the Special Education Student Appeal Service Regulations.
- III. The term "student" in the preceding paragraph refers to a student who was enrolled at the time of the school's disciplinary action, other measures, or resolutions. However, this does not apply to appeals filed in accordance with Article 34 of the Gender Equality Education Act and Article 27 of the Campus Bullying Prevention Guidelines against the results of the appeal.
- IV. An appellant may only file one appeal with the school regarding the same case.
- Article 4. The administrative affairs of this association are handled by the Student Affairs Office's Life Counseling Group, which accepts student appeals. The expenses are covered by the relevant budget items.
- Article 5. If an appeal does not meet the requirements of Article 3, the Appeals Review Committee shall reject it in writing and may suggest a course of action. Appeals that are not accepted shall also be documented in a review report, the contents of which may omit the facts.
The aforementioned review decision shall specify the remedies available for those dissatisfied with the review decision.
- Article 6. Appeals should be submitted in writing to this Council within thirty days of receiving or accepting the relevant punishment, measure, or

resolution.

If the appellant's delay in submitting the appeal is due to natural disaster or other reasons not attributable to themselves, they may submit a written explanation of the reasons to the Appeals Committee for review within ten days after the cause has ceased to exist.

However, this application is not permitted if the delay exceeds one year.

If the last day of the deadline falls on a school holiday (excluding winter and summer vacations), the deadline will be extended to the following day.

Article 7. The appeal letter shall include the following information and relevant supporting documents, and shall be signed by the appellant:

I. The appellant's name, age, gender, department, student ID, address, and contact telephone number.

II. The unit that originally imposed the disciplinary action.

III. The facts and reasons for the appeal.

IV. Date (year, month, day).

V. Evidence.

When multiple people jointly appeal, the appellants shall elect no more than three representatives and attach a letter of authorization. If, after accepting the appeal, the Appeals Committee deems the appeal letter non-compliant but rectifiable, it shall notify the appellant to rectify it within seven working days. This rectification period shall be deducted from the review period.

Comments

Article 11. The Appeals Committee shall complete its review within thirty days of receiving the appeal. Extensions may be granted if necessary, and the appellant shall be notified. Extensions are limited to one time only, and shall not exceed two months. However, appeals involving expulsion, dismissal, or similar offenses shall not be extended.

Article 12. The Appeals Committee meetings shall be held in private. The reviews, votes, and individual opinions of committee members shall be kept confidential. Both parties may be notified to attend the review of an appeal or to present their opinions in other ways. In appeals involving student privacy, the appellant's confidential information shall be kept confidential, and appropriate counseling shall be provided.

Article 13. If an investigation or on-site investigation is necessary for an appeal, the Appeals Committee may, upon resolution, appoint an "Investigation Team" of three to five members to conduct the investigation.

Article 14. In cases of appeals regarding expulsion, dismissal, or similar penalties, the enrolled student (who filed the appeal according to the school's regulations) may continue their studies in accordance with the school's academic rules or relevant regulations before a final decision

is made.

For appeals that could alter a special education student's status, impair their educational opportunities, or result in other administrative penalties, the school should, before making a final decision, arrange for the special education student to continue their studies through flexible counseling methods, and specify their rights and obligations related to their student status in writing.

Article15. For students who have withdrawn from school under the preceding article, all student status-related actions during the appeal period will be handled in the same manner as for enrolled students, except for the withholding of a degree certificate.

Article16. In appeals where a student's failing grades in subjects warrant expulsion, the Appeals Committee may commission the head of the offering department to designate relevant faculty members to form a panel to conduct an assessment and academic evaluation, and prepare written documentation for the Committee's reference.

Article17. The review decision shall include the following:

- I. The appellant's name, age, gender, department, student ID, address, and contact number.
- II. The original disciplinary unit.
- III. The main text, facts, and reasons.
- IV. The reviewing unit.
- V. Year, month, and day.

If there are suggested remedial measures, specific suggestions shall be provided. Appeals that are not accepted shall also be documented in a review decision, the content of which may omit the facts.

The aforementioned review decision shall specify the remedies available for those dissatisfied with the review decision.

The review decision for special education students' appeals shall be served on the special education student and their guardian or legal representative in the name of the school; if service is impossible, it shall be handled in accordance with the relevant provisions of the Administrative Procedure Act, and the review decision shall be simultaneously submitted to the relevant competent authority for record-keeping.

Article18. Validity of the Review

- I. After the Review Committee prepares its review report, President Chen shall, upon review, notify all departments and the original disciplining unit. If the original disciplining unit believes that the action violates regulations or is practically impossible to implement, it shall, within ten days of receiving a copy of the review decision, submit a report to the President outlining specific facts and reasons, and notify the Review Committee. If the President deems the action reasonable, he may request the Review Committee to

reconsider (limited to one time). The university shall adopt the review report immediately after completing the administrative procedures.

II. For appeals against expulsion, if the original disciplinary action is upheld after review, the student's studies and student status shall be handled according to the following provisions:

(I) The completion date of studies stated on the certificate of completion shall be the date of the original disciplinary action.

(II) Credit certificates may be issued for courses taken during the appeal period.

III. Appeals against withdrawal or expulsion from school, if reviewed and the original decision is upheld, will be handled according to the following provisions regarding military service and tuition refunds:

(I) The "List of Students Who Have Left School and Have Eliminated Reasons for Deferment" will be submitted within thirty days of the appeal result being finalized.

(II) Tuition refunds will be handled in accordance with Article 8 of the Regulations Governing the Collection of Fees by Junior Colleges and Higher Education Institutions and Article 15 of the Regulations Governing the Collection of Tuition and Miscellaneous Fees by Junior Colleges and Higher Education Institutions.

Appeal

Article 19.

I. If a complainant, having filed an appeal with the school against an administrative disciplinary action, has not received a remedy, they may, within thirty days of receiving the appeal review notice, prepare a written appeal, which, after the school reviews and responds, is submitted to the Ministry of Education for further appeal. The school's appeal review decision should be attached to the appeal.

II. If a complainant, regarding an administrative disciplinary action taken by the school, files an appeal directly with the Ministry of Education without following the school's appeal channels, and the Ministry of Education transfers the appeal back to the school, the school shall handle it according to the student appeal procedures.

Article 20. If a complainant is dissatisfied with a decision made by the school other than an administrative sanction, after submitting an application to the school, he/she may file a lawsuit in accordance with the law to seek relief.

Article 21. Counseling and Assistance for Appeals, Petitions, and Administrative Litigation

I. If a student's original withdrawal, expulsion, or similar decision is revoked by a review decision, appeal decision, or administrative judgment, and the student is unable to return to school in a timely

manner due to special circumstances, the school shall provide assistance in their return to school. For male conscripts who are unable to return to school after military service, the school shall retain their student status and provide priority assistance in their return to school after their discharge. A leave of absence may be granted during the period of absence before the student's return to school.

- II. If a student is granted a different disciplinary action based on a review decision, appeal decision, or administrative judgment, and the school agrees to their return to school, the withdrawal revocation procedure shall be completed in accordance with the school's regulations.

Article 22. After an appeal is filed, if the appellant intends to file an appeal, civil lawsuit, criminal lawsuit, or administrative lawsuit regarding the appealed event or related matters, they shall immediately notify the Appeals Review Committee in writing. Upon receiving the aforementioned notification or becoming aware of the aforementioned circumstances ex officio, the Appeals Review Committee shall suspend its review and notify the appellant. After the cause of suspension has ceased to exist, the committee shall resume its review upon the appellant's written request and notify the appellant in writing. However, this does not apply to appeals concerning expulsion, dismissal, or matters sufficient to alter a student's student status or impair their educational opportunities.

Article 23. The student appeal system should be included in the student handbook and widely publicized so that students understand the function of the appeal system.

Supplementary Provisions

Article 24. Any matters not covered in these Measures shall be handled in accordance with relevant regulations.

Article 25. These Measures, after being approved by the Student Affairs Conference and the School Affairs Conference, shall be submitted to the Ministry of Education for verification and promulgation before implementation. The same applies to any amendments.