

吳鳳科技大學學生校外實習申訴書

WuFeng University Student Off-Campus Internship Appeal

申請日期：____ 年 ____ 月 ____ 日

Application Date: ____ Year ____ moon ____ day

申訴人資訊 Complainant Information			
申訴人 complainant		聯絡電話 Contact Number	
系 別 Department		班 級 class	
實習期間 During the internship	____ 年 ____ 月 ____ 日 至 ____ 年 ____ 月 ____ 日 ____ Year ____ Month ____ Day to ____ Year ____ Month ____ Day		
實習機構資訊 Internship agency information			
實習機構名稱 Name of internship institution			
實習地址 Internship Address			
申訴處理 Complaint handling			
實習輔導教師 Internship tutor			
實習輔導教師是否先行進行協調及處理 Did the internship instructor coordinate and handle the issue in advance : <input type="checkbox"/> 有 Yes <input type="checkbox"/> 無 No			
申訴案情說明 (請詳細說明) Description of the appeal (please provide details) –			
申訴人簽名(章) Signature (seal) of the complainant			

說明 Note :

1. 申訴學生（以下簡稱申訴人）得於事件發生後十四日內填妥「學生校外實習申訴書（以下簡稱申訴書）」，向所屬學系（以下簡稱承辦單位）提出申訴，並由承辦單位處理後，視情節轉送院學生校外實習委員會議，以確保學生之實習權益。

The complaining student (hereinafter referred to as the complainant) may, within fourteen days after the occurrence of the incident, complete the "Student Off-Campus Internship Complaint Form" (hereinafter referred to as the complaint form) and submit it to their respective department (hereinafter referred to as the handling unit). The handling unit will process the complaint and, depending on the situation, forward it to the faculty's Student Off-Campus Internship Committee to ensure the student's internship rights.

2. 承辦單位於收到申訴書後應召開學生校外實習委員會議討論。系/院須於收到日起十五日內完成評議決定書，以書面回覆申訴人並副知承辦單位備查。必要時，得予延長，並需以書面通知申訴人，延長以乙次為限，最長不得逾一個月。

Upon receiving the complaint form, the handling unit shall convene the Student Off-Campus Internship Committee for discussion. The department/faculty must complete the evaluation decision letter within fifteen days from the date of receipt, provide a written reply to the complainant, and send a copy to the handling unit for record. If necessary, an extension may be granted with written notice to the complainant. The extension is limited to one time and shall not exceed one month in total.

3. 若申訴人對於評議結果不服，可再提起乙次申訴作業。申訴人得自評議決定書送達次日起十五日內，向承辦單位再提起申訴，承辦單位應將申訴文件送交校級學生校外實習委員會（以下簡稱委員會）再議。

If the complainant is dissatisfied with the evaluation result, they may file one further complaint. The complainant may submit the further complaint to the handling unit within fifteen days from the day following the delivery of the evaluation decision letter. The handling unit shall forward the complaint documents to the university-level Student Off-Campus Internship Committee (hereinafter referred to as the committee) for re-evaluation.

4. 若申訴人對於委員會評議結果不服，得依本校學生申訴處理辦法再次提起申訴作業。

If the complainant is dissatisfied with the committee's evaluation result, they may file another complaint according to the university's student complaint handling procedures.

5. 實習相關會議之與會者針對申訴案件之評議、表決及委員個別意見，應予保密；涉及申訴人隱私之申訴案件，申訴人個人之基本資料應予保密。

Participants of internship-related meetings shall keep confidential the evaluation, voting, and individual opinions of committee members regarding the complaint case; for cases involving the complainant's privacy, the complainant's personal basic information shall be kept confidential.