

Gender Equity Education Committee, National Tsing Hua University

Application Form for the Investigation of a Campus Sexual Assault, Sexual Harassment, or Sexual Bullying Incidents

Confidential **Version A**

Type	<input type="checkbox"/> Sexual discrimination <input type="checkbox"/> Sexual Assault Incident <input type="checkbox"/> Sexual Harassment Incident <input type="checkbox"/> Sexual Bullying Incident <input type="checkbox"/> other _____								
Applicant Information	<input type="checkbox"/> Victim <input type="checkbox"/> Legal Representative <input type="checkbox"/> Complainant			Please Fill in the Following Name of Victim: _____ Relationship to Victim: _____					
	Name		Gender	<input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth	yy	mm	dd	(Age:)
	ID (or Passport) No.		Contact Tel No.		Department at Which You are Employed or Study		Title		
	Residential Address/name of dorm	(County/City)(Village/Neighborhood)(Street)(Section/Alley) (Lane) (No.)(Floor)							
Content of Application	Name of Offender		Department at which the offender is Employed or study	<input type="checkbox"/> Known Contact: Department: _____ No.: _____ E-mail: _____ <input type="checkbox"/> None <input type="checkbox"/> Unknown					
	<input type="checkbox"/> Have Previously Filed <input type="checkbox"/> Never Filed	On ____yy ____mm ____ dd, filed a/an <input type="checkbox"/> Investigation Application <input type="checkbox"/> Report <input type="checkbox"/> Legal Complain to: _____ by <input type="radio"/> Verbal Communication <input type="radio"/> Phone <input type="radio"/> Fax <input type="radio"/> E-mail <input type="radio"/> Other: _____							
	Time of Offense	yy	mm	dd	<input type="checkbox"/> Evening/Night				
	Location of Offense	Off-campus:							
	Description of Offense	(Please specify the location, time, the situation and facts of the incident with related evidences.)							
Request & Evidence	<input type="checkbox"/> I demand an investigation <input type="checkbox"/> and I am willing to explain the incident in person. <input type="checkbox"/> but I am NOT willing to explain the incident in person. Instead, I agree that all the facts shall prevail as the statement written above <input type="checkbox"/> Others								
	<input type="checkbox"/> I refuse any investigation, and agree that the incident would only be put on written record for reference.								
(Expectations and Requests of Applicant Regarding Processing of the Case)									
(List Documents Attached; If No Documents are Available Do Not Complete this Section)									
Signature or Stamp of Applicant or Appointed Representative:				Filing Date: yy mm dd					

Fold and Attach Along Perforation

Notes	<ol style="list-style-type: none"> 1. A power of attorney agreement or letter of appointment must be attached if an appointed representative is employed for this case. 2. If a false accusation by the applicant is confirmed, the University or the competent authority shall execute proper punishment/ penalties regarding the applicant in accordance with the law. 3. The University or the competent authority shall refer the case to the Gender Equality Education Committee established by the University for investigation and processing within three business days of receiving an application for further investigation and processing, and will inform the applicant or complainant in writing of the acceptance or rejection of the investigation application within 20 days. The rejection notice should include clear reasons for the rejection, and the deadline and the receiving office for reapplication should be stated. 4. If the applicant or the complainant does not receive a notification by the deadline described in the preceding paragraph or has received notification that an investigation will not be pursued, he/she may reapply in writing (with grounds) to the University within 20 days from the second date following the date of receipt of the notification. The Gender Equality Education Committee of the University or the competent authority shall complete the investigation within two months following the receipt of the investigation application; the deadline can be extended when necessary and only twice, and each extension should not exceed one month. The applicant(s), complainant(s), and offender(s) should be informed of the extension(s). 5. The Gender Equality Education Committee of the University will be informed of any civil, criminal, or administrative litigation filed regarding the incident under application or other related items by the applicant(s), original disciplinary authority, or other parties involved during the application process.
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-----Summary of Processing Status applicant) -----

(The following shall be filled in by the receiving office, not the applicant)

Receiving Office	Title of Office		Receiving Officer		Title	
	Contact Tel No.		Time of Receipt	yy	mm	dd hh: mm

The above record is read out or allowed to be read by the applicant, who herein confirms that the content contains no error.

Signature or Stamp of Recorder:

Notes	<p>*Receiving personnel must read the Notes section</p> <ol style="list-style-type: none"> 1. The Receiving Office must provide one photocopy of the completed request form to the applicant(s). 2. Information on the parties involved in the case as disclosed in this form shall be kept confidential, except when required for the investigation or because of concerns over public safety; person(s) who violate the obligation of confidentiality shall be subjected to penalties in accordance with criminal laws and other pertinent regulations; 3. The University or the competent authority shall refer the case to the Gender Equality Education Committee established by the University within three business days for further investigation and processing, and will inform the applicant or complainant in writing of the acceptance or rejection of the investigation application or report within 20 days. The written rejection notice should include clear reasons for the rejection and should inform the applicant or complainant of the deadline and the receiving office for reapplication. 4. The Gender Equality Education Committee of the University will be informed of any civil, criminal, or administrative litigation filed regarding the incident under application or other related items by the applicant(s), original disciplinary authority, or other parties involved during this application process.
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