

Students Appeal Flow Chart

Where the student, Student Union and other relevant student voluntary associations (hereinafter collectively referred to as the appellant) deem the School's punishments, other measures or resolutions are illegal or inappropriate and cause damages to their rights or interests, the appellant may propose an appeal pursuant to this regulation.

The appellant shall propose an appeal to the Student Appeal Review Committee (executive secretary) in writing within **15** days from the second day after receiving or accepting relevant awards, punishments, measures or resolutions

- The appeal for revision shall list specific facts and be attached with relevant information.
- When the appellant delays proposing an appeal within the appeal period as stated in the preceding paragraph due to natural disasters or other causes not attributable to the appellant, the appellant shall specify the reasons thereof in writing within ten days after the elimination of such causes and apply to the Committee for acceptance and review. However, if the appeal period has become overdue for more than one year, the appellant shall not propose an appeal.

Rejection

When the appeal case is beyond the appeal scope, it shall be dismissed in writing, besides, the handling method shall be recommended and the director and tutor of the concerned department or institute shall be notified.

Processed

The Committee shall complete the review within **30** days from the second day after receiving the appeal for revision; when necessary, such review period may be extended but such extension shall not exceed two months at most.

Additional Documents

If the appeal for revision is not conforming to the requirements, the appellant shall modify it within **7** days, and the modification period shall be deducted from the review period.

- The original unit issuing the punishment, taking measures or reaching to a solution shall be informed of the review decision, if such unit thinks the review decision is contravening laws and regulations or impracticable in fact, such unit shall report to the President and inform the Committee.
- If the President thinks the reasons thereof are sufficient, the President shall return the review decision to the Committee for secondary review (limited to one time).

Submit the review decision to the President for approval

Serve the review decision to the appellant

Serve the review decision to the original punishment unit

If the appellant does not satisfy with the review decision, the appellant may prepare the petition and attach with review decision to propose a claim to the Ministry of Education through the School within **30** days from the second day when the appeal review decision is served.