

文藻外語大學學生校外實習申訴處理要點

Off-Campus Internship Appeal Guidelines of Wenzao Ursuline University of Languages

民國106年11月2日校外實習委員會通過
Approved by the Off-Campus Internship Committee on November 2, 2017
民國107年1月4日校長核定通過
Ratified by the President on January 4, 2018

- 一、為建立文藻外語大學校外實習學生申訴溝通管道，保障校外實習學生權益，特訂定文藻外語大學校外實習申訴處理要點(以下簡稱本要點)。
1. The Off-Campus Internship Appeal Guidelines of Wenzao Ursuline University of Languages (hereinafter referred to as “the Guidelines”) were formulated to create a communication platform for off-campus internship appeals to protect students’ rights.
- 二、校外實習學生實習期間，對於實習事宜認有不當並損及其個人權益者，應於知悉相關事件發生後七日內或事件發生後三十日內，向各系(所)或生涯發展中心提出申訴。
2. If an off-campus intern believes that there is an improper issue that infringes on his/her rights during his/her internship, he/she shall file an appeal to the department (graduate institute) in charge or the Career Development Center within 7 days after receipt of relevant notice, or within 30 days of the incident.
- 三、如為校外實習成績申訴事宜者，則依本校學生學期成績複查暨申訴處理要點相關辦法辦理
3. Off-campus internship grade appeals will be processed in accordance with the Guidelines for Addressing Student Grade Reviews and Appeals of the University.
- 四、各系(所)或生涯發展中心於收到學生校外實習爭議協調申訴書後，應盡速聯絡實習機構、實習學生及有關單位共同協商解決，必要時由系(所)或生涯發展中心召開會議，決定是否受理申訴；另須將相關協商解決方案，函覆申訴之實習學生，並送請校級校外實習委員會決議或備查。如決議不受理申訴時，亦應於十四日內函覆不受理相關理由及說明。
4. Each department (graduate institute) or the Career Development Center shall promptly contact the corporate sponsor, the intern and all units involved to resolve the matter together after receipt of an off-campus internship appeal. The department (graduate institute) in charge or the Career Development Center may hold a meeting to determine whether to accept an appeal if necessary. The intern shall be notified of the solution in writing, and the solution is required to be reported to the University’s Off-Campus Internship Committee for resolution or reference. If an appeal is denied based on the resolution, the reason for denial and related explanation shall be provided in writing within 14 days.
- 五、申訴事件有調查或實地瞭解事實之必要時，得經校級校外實習委員會決議成立「申訴案件調查小組」，確實了解申訴之情事，並彙整佐證資料以備評議。
5. If it is required to investigate or visit on-site for finding out the truth, an Appeal Investigation Team may be formed with the approval of the University’s Off-Campus Internship Committee to actually obtain details of the appeal and collect supporting information for review.
- 六、申訴案件調查小組成員，由校級校外實習委員會委員推舉三人組成。
6. The Appeal Investigation Team consists of 3 members recommended by the University’s Off-Campus Internship Committee.

- 七、 各系系級校外實習委員會或生涯發展中心認定申訴案件理由不符者，各系系級校外實習委員會或生涯發展中心應為駁回之決定，被駁回之申訴案件應於三十日內送請校級校外實習委員會申覆作業，同一申訴理由以申覆一次為限；認定申訴理由充分者，校級校外實習委員會應於六十日內做出評議結果，併同相關協商解決方案，函覆申訴之實習學生及相關單位管制辦理。
7. If the grounds for an appeal are deemed invalid by a Department's Off-Campus Internship Committee or the Career Development Center, the appeal shall be denied. The applicant may file an appeal to the University's Off-Campus Internship Committee within 30 days for re-appealing. The same grounds can only be used for a re-appeal once. If the grounds for an appeal are deemed valid, the University's Off-Campus Internship Committee shall reach a resolution, and notify the intern and units involved of the result and solution in writing for control purposes within 60 days.
- 八、 各級校外實習委員會或生涯發展中心於評議過程發言之內容及表決過程，應對外嚴守秘密，評議結果未經公告前，不得對外宣布決議結果。
8. Details and the voting process during resolution meetings held by the Off-Campus Internship Committee at all levels or the Career Development Center must not be disclosed. Resolutions shall not be disclosed prior to public announcement.
- 九、 本申訴處理要點經校外實習委員會通過，陳請校長核定後實施，修正時亦同。
9. The Guidelines become effective after being approved by the Off-Campus Internship Committee and ratified by the President. Amendments must follow the same procedure.