**National Dong Hwa University Application Form for Gender-Related Incident Investigation Classified material**

Please fold and paste along the roulette.

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| **type** | □ Sexual assault □ Sexual harassment□ Sexual bullying □ Other incidents related to gender equity No.: |
| **Applicant's information** | □ Victim□ Complainant□ Legal representative | If you are a complainant or a legal representative, please complete the following:Victim's name: Relationship with victim:  |
| Name |  | Gender | □ Male□ Female□ Other | Date of birth |  / / (MM/DD/YY) (Age:\_\_\_\_\_\_\_\_) |
| ID card No. (or passport No.) |  | Applicant’s affiliation |  | Job title |  |
| Phone No. |  | E-mail |  |
| Address |  |
| **Facts of Application** | Alleged perpetrator's name: | □ Unknown | Alleged perpetrator's affiliation: | □ Name of Office / Department: Contact No.:□ None□ Unknown |
| □ Once□ Never | On YY/ MM/ DD, □Verbally □Via phone □Via fax □Via email □Other means ,Submit the □application for investigation □police reportPlease fold and paste along the roulette.□litigation □petition to  |
| Date & time of occurrence |  / / (MM/DD/YY) □ AM □ PM : (Time) |
| Place where the incident occurred |  |
| Process of incident |  |
| **Requests** | 1. Expectations and Requests Regarding the Handling of the Incident:

2. Assistance Required from the University:□ Provision of psychological counseling and guidance□ Provision of legal assistance□ Referral to social welfare resources and services□ Provision of protective measures□ Other assistance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Issues Involved in This Case:**□ Persons with Disabilities□ Gender Diversity□ Foreigners□ Others (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Related exhibits** | Please identify the exhibits one by one, and attach them; Leave blank if not applicable. |
| **Signature or seal of the applicant / Authorized Representative / Complainant:** | **Date of application: / /**  **(MM/DD/YY)** |
| **Notes** | 1. An appointed representative must attach a letter of authorization.
2. When the University or competent authority receives an application or a report for investigation, it shall, within 3 days, forward the case to the Gender Equity Education Committee established by the University for investigation and handling. Within 20 days, the applicant or complainant shall be notified in writing whether the case is accepted. If the case is not accepted, the written notice shall state the reasons and inform the applicant or complainant of the deadline and the authority for filing an appeal.
3. If the applicant or complainant does not receive any notification within the aforementioned period, or within 20 days from the day following the receipt of a non-acceptance notification, they may submit a written appeal with reasons to the University or competent authority.
4. The Gender Equity Education Committee of the University or competent authority shall complete the investigation within 2 months after accepting the application or complainant. If necessary, the period may be extended, but no more than twice, and each extension may not exceed 1 month. The applicant, complainant, and respondent shall be notified accordingly.
5. During the handling process, if the parties, the University/original disciplinary authority, or other related persons file a civil lawsuit, criminal lawsuit, or administrative lawsuit regarding this case or related matters, they shall immediately notify the Gender Equity Education Committee of the University/original disciplinary authority.
6. If the matter under application for investigation/report falls under the application of Article 25 of the Sexual Harassment Prevention Act, the recipient personnel shall inform the alleged victim of their criminal and civil rights.
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**The following shall be completed by the unit receiving the application instead of the applicant.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Receiving unit** | Unit name |  | Received by |  | Job title |  |
| Telephone number |  | Date & time when the complaint is received |  / / (MM/DD/YY) □ AM □ PM : (Time) |
| **Said record has been read out to or reviewed by the applicant. The applicant confirms that the record is true and correct.** **Signature or seal by the record taker:** |
| **Notes** | **＊The individual receiving the application shall read the followings carefully:**1. After this application form has been completed, the receiving unit shall make one photocopy of the form and provide it to the applicant for their record.2. The information concerning the parties stated in this application form shall be kept confidential, unless disclosure is necessary for investigation or required for public safety considerations. Any person who has the obligation of confidentiality but discloses such information shall be punished in accordance with the Criminal Code or other relevant regulations.3. When the University or the competent authority receives an application for investigation or a report, it shall, within 3 days, forward the application or reported incidentto the Gender Equity Education Committee established by the University with jurisdiction over the case for investigation and handling. Within 20 days, the applicant or complainant shall be notified in writing whether the case is accepted. If the case is not accepted, the written notice shall state the reasons and inform the applicant or complainant of the deadline and the authority for filing an appeal.4. During the handling process, if the parties, the University/original disciplinary authority, or other related persons file a civil lawsuit, criminal lawsuit, or administrative lawsuit regarding this case or related matters, they shall immediately notify the Gender Equity Education Committee of the University/original disciplinary authority.5. If the matter under application for investigation/report falls under the application of Article 25 of the Sexual Harassment Prevention Act, the recipient shall inform the alleged victim of their criminal and civil rights. |

**To:**

**Gender Equity Education Committee of National Dong Hwa University**

 **/ / (MM/DD/YY)**