

HSING WU UNIVERSITY

Application Form for an Investigation into a Suspected Case of Sexual Assault / Harassment / Bullying on Campus

ISU-PI-D-004-001

Confidential

Type	<input type="checkbox"/> Sexual Assault <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Sexual Bullying						
Applicant	<input type="checkbox"/> Victim		<input type="checkbox"/> Complainant <input type="checkbox"/> Legal Representative		Please provide the following information: Name of the Victim : _____ Relationship to the Victim : _____		
	Name		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	YYYY/MM/DD (Age)	
	National ID No.		Tel.		Department/Unit		Student No./ Job Title
	Address						
Information on the Case	Name of the Offender	<input type="checkbox"/> Unknown	Administrative/ Academic Unit of the Offender	<input type="checkbox"/> Unit : <input type="checkbox"/> N/A <input type="checkbox"/> Unknown	Tel :		
	Time of Occurrence	_____ / _____ / _____ (YYYY/MM/DD)			<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	_____ : _____ (HH/MM)	
	Place of Occurrence						
	Description of the Incident						
Request	(Applicant's Expectations and Requirements)						
Relevant Evidence	(Please list out and submit the evidence if any.)						
Applicant/Representative:		(Signature)			Application Date:		(YYYY/MM/DD)

----- **Information on Receipt of the Application (For Official Use Only)** -----

Unit in Charge	Unit			Staff			Job Title	
	Tel		Date & Time of Receiving the Application		_____ / _____ / _____ (YYYY/MM/DD) <input type="checkbox"/> A.M. <input type="checkbox"/> P.M. _____ : _____ (HH/MM)			
Notes	1. If the applicant is a legal representative, a Letter of Attorney must be submitted. 2. Once a false accusation is verified, the University or the unit in charge shall seek for appropriate punishment to the applicant pursuant to the law. 3. After completing this application form, the Unit in Charge shall make a photocopy of the completed form to be safekept by the applicant.							

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| | <ol style="list-style-type: none">4. All the information shown on the application form shall remain confidential except for the concern of formal investigation or public safety; violators shall be punished pursuant to the Criminal Code of the Republic of China or other relevant regulations.5. Upon receiving an application, the University and the unit in charge shall refer the case to the Committee of Gender Equity Education within 3 working days for investigation. A written notification shall be delivered to the applicant within 20 days for confirmation on application acceptance. Reasons shall be elaborated if the application is not accepted, and the applicant or the complainant shall be informed about the due date and the unit in charge of re-application.6. During the process of application, the Committee of Gender Equity Education shall be immediately notified of any civil lawsuit, criminal lawsuit or administrative lawsuit related to the case made by the applicant, the unit whose measure is being appealed or anyone involved. |
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