

National Taiwan Normal University

Regulations Governing Student Appeals

Last amended on May 21, 2025

Article 1 The NTNU Student Appeals and Arbitration Committee (the “Committee”) is established, and NTNU Regulations Governing Student Appeals (the “Regulations”) are formulated in accordance with Article 33, Paragraph 4 of the University Act and Article 14, Paragraph 4, and Article 55 of the NTNU University Charter.

Article 2 The Committee aims to ensure students’ rights to learning, living, and education as well as protect the rights of the Students’ Union and other self-governing student organizations by providing access to appeals and processing appeal cases.

Article 3 The Committee is established based on the following provisions:

1. Members of the Committee are recruited by the University President. Experts in relevant fields may be recruited to serve as advisory committee members where necessary. When handling appeal cases filed by a special education student, the President shall additionally recruit at least two **extra-mural** special education experts, parent group representatives, or professionals versed in special education needs to serve as members of the Committee. The Committee thus formed shall be the Student Appeals and Arbitration Committee for Special Education Students; the regulations governing the term of Committee members, convening of meetings, voting, review decisions, and confidentiality shall all be handled in accordance with the **Regulations Governing Complaint Services for Special Education Students and Preschoolers**.
2. Faculty representatives, at least one from each college, are selected and appointed by the President, among whom experts or academics in law, education, and psychology must be included, and those without administrative duties shall not account for less than half of the total.
3. Student members are composed of representatives recommended by the following: two from the Students’ Union, one from each college, and one from the Academy of Preparatory Programs for Overseas Chinese Students.
4. Members of the Reward and Disciplinary Penalty Committee or those involved in the decision of students’ reward or disciplinary actions or investigations shall not serve on the Committee.
5. Members of either gender shall account for at least one-third of the total.

The Chair of the Committee is selected by and among the Committee members for a term of one academic year, after which they may be re-elected. The first meeting in a given academic year is convened by the Vice President for Student Affairs, during which a Chair would be selected. After the Chair is selected, subsequent meetings will be convened by the Chair. If the Chair is unable to convene meetings for any reason, they shall appoint a Committee member as the meeting convener.

The Committee may appoint two secretaries without remuneration. The term of service for Committee members and secretaries is one academic year.

Article 4 The Committee is open to appeals by students, the Students’ Union, and other self-governing student organizations pertaining to issues such as rights to learning, living, reward or penalty, and education. Depending on the nature of the appeal, an

investigation group may be formed by three to five members of the Committee, with student representatives accounting for at least one-third of the total. If necessary, relevant experts may be invited to join the group to conduct fact-finding investigations and report the findings to the Committee for further processing.

Article 5 Appeal applications by students, the Students' Union, and other related self-governing student organizations shall be submitted to the Committee secretary for filing. Once the application is received, the case will be processed according to relevant procedures as soon as possible. In principle, only one appeal shall be made for the same case.

Article 6 In principle, the Committee meets once every month to process appeals made by NTNU students. The Committee will not convene if there are no appeal cases. The convener may not call a meeting unless more than half of the Committee members are present. Any resolution on the arbitration shall be agreed upon by at least two-thirds of the members present; other matters can be decided by a simple majority of those present. The Committee meetings, in principle, are not open to the public; appellants and concerned parties shall be present to provide clarifications.

Article 7 NTNU students may appeal against disciplinary actions, other measures, or decisions they deem as illegitimate or inappropriate that have impeded their rights to learning, life, or education. The Students' Union and other self-governing student organizations may also file appeals against the University's disciplinary actions or other resolutions with the Committee in accordance with the Regulations.

NTNU students referred to in the preceding paragraph are defined as follows.

1. Individuals who are enrolled at NTNU at the time the University imposes disciplinary action, other measures, or resolutions against them.
2. Individuals who file an appeal reassessment in response to dissatisfaction with the outcome of an appeal rendered by the University pursuant to Article 39, Paragraph 1, Subparagraph 3 of the Gender Equity Education Act.
3. Individuals who file an appeal against the University's final substantive decision rendered pursuant to Article 46, Paragraph 3, and Article 48 of the Campus Bullying Prevention Guidelines.
4. Individuals falling under other circumstances as prescribed by the School Regulations and pertinent regulations of the University.

Article 8 After an NTNU student receives a disciplinary notice from the University concerning their personal life, learning, or right to education, or after the Students' Union or a self-governing student organization receives disciplinary actions or other measures and resolutions from the University, if they are unconvinced, they shall submit a written appeal to the Committee within 30 days starting from the next day the disciplinary notice is received or the resolution is announced. Appellants failing to file the appeal in time due to an event of force majeure may ask the Committee for an extension with reasons stated.

Appellants who missed the deadline for appeals as prescribed in the preceding paragraph owing to natural disasters or non-self-blamable reasons may apply to the Committee for arbitration within 10 days after the cause has been resolved with a written statement explaining the reasons. However, if more than one year has passed since the appeal period lapsed, such an application shall not be accepted.

Article 9 Students, the Students' Union, or other self-governing student organizations wishing to file an appeal must fill out an appeal form, downloadable at the website of the Office of Student Affairs, and present specific facts in writing with supporting documents to

facilitate the processing by the Committee. Processing of the appeal cases and any related matters must be kept confidential by all Committee members, investigation group members, and secretaries.

Article 10 When deemed necessary, the Committee Chair may convene a preliminary review meeting by inviting no fewer than three members with legal or relevant expertise, along with a student representative, to form a preliminary review panel. The preliminary review meeting shall deliberate on the following matters:

1. Review whether the appeal has been filed in accordance with the provisions set forth in these Regulations.
2. Confirm the subject matter, facts, and grounds of the appeal dispute.
3. Review the relevant parties invited to attend the arbitration meeting.
4. Notify the original unit that imposed the disciplinary action, and, if deemed necessary, relevant parties, to respond to the matters raised in the appeal.
5. Arrange and prepare any other relevant matters for arbitration.

The matters discussed during the preliminary review meeting shall be clearly documented in writing. The Committee secretary shall be responsible for handling all related affairs as outlined therein. The results shall be forwarded to both the original unit that imposed the disciplinary action and the appellant.

If the preliminary review meeting resolves not to accept a case, the Committee may confirm this decision through a telecommunication vote involving more than two-thirds of the Committee members, with approval by a majority of those voting. Upon such approval, the Committee shall issue a formal decision to dismiss the case.

Article 11 The Committee shall complete the arbitration within 30 days after an appeal form is received. If an extension is necessary, the Committee shall notify the appellant. The extension can only be allowed once, for a maximum of 2 months. However, disciplinary resolutions involving cessation of studies or permanent removal of student status are not eligible for extensions. If the Committee deems the appeal form received non-compliant to relevant regulations but can be amended, it shall notify the appellant and allow them to amend the filing within 7 days. The amendment period should be deducted from the arbitration period.

Article 12 If the arbitration resolution of an appeal is entirely or partly dependent on the outcome of an administrative appeal or litigation, the Committee may suspend the arbitration before the conclusion of the administrative appeal or litigation proceedings and shall notify the appellant in writing. **The Committee shall resume the arbitration after the suspending factors have discontinued, upon notification by the appellant or the original measure-taking school, or upon becoming aware of the fact,** and shall notify the appellant in writing.

Appeals involving cessation of studies, permanent removal of student status, or other disciplinary actions that effectively change the student's status and impair their educational opportunities are not subject to the preceding provisions.

Article 13 For appeals against cessation of studies or permanent removal of student status, the appellant may remain enrolled before the arbitration is confirmed. While the University may withhold the graduation certificate, the appellant is still entitled to the same treatment as other enrolled students concerning course taking, grading, rewards, and disciplinary actions.

Article 14 Before the arbitration report is received by the appellant, they may withdraw the appeal application with a written statement.

- Article 15 The Committee shall notify the appellant and the original unit that imposed the disciplinary action of the arbitration resolution in an arbitration report. The report shall contain contents such as the main body, facts, and reasons. Rejected appeal cases shall also be recorded in an arbitration report, but only the main text body and reasons for rejection are required.
- Pursuant to [Article 16](#), Paragraph 1 herein, the arbitration report in the preceding paragraph shall also cover means of relief available to appellants who remain unconvinced by the arbitration.
- Article 16 A student who remains unconvinced by the administrative disposition taken by the University after the Committee's arbitration may file for an appeal petition within 30 days starting from the next day of receiving the arbitration report. The University will send the appeal petition to the Ministry of Education along with the arbitration report. Upon receiving the appeal petition mentioned in the preceding paragraph, the University shall promptly submit a written defense along with the necessary related documents to the Ministry of Education.
- If an appellant directly files an administrative appeal with the Ministry of Education against an administrative disposition made by the University without first exhausting the University's appeal procedure, the Ministry shall refer the case back to the University for handling in accordance with its student appeal procedures.
- If an appellant disagrees with the University's decisions regarding disciplinary actions, other measures, or resolutions other than administrative dispositions, they may, based on the nature of the case, file a lawsuit in accordance with the law to seek relief.
- Article 17 While the arbitration report is presented to the President for approval, a copy shall also be sent to the original unit that imposed the disciplinary actions. If the unit believes the arbitration outcomes are in violation of relevant regulations or finds it difficult to implement, it should present specific facts and reasons to the President and a copy to the Committee within a week after receiving the arbitration report. If the President finds the reason valid, the case may be referred back to the Committee for re-arbitration, which may be requested only once. After the re-arbitration proceeds through the administrative procedures, the University should adopt the final results.
- Article 18 For appeals against decisions on the cessation of studies, if the Committee upholds the original disciplinary verdict, matters pertaining to study or student status shall be dealt with on the following basis:
1. The date of study termination stated in the certificate of study should be based on the date the disciplinary action was originally taken.
 2. The credits earned during the appeal period should be recognized; a credit certificate may be issued to the student.
- Article 19 For appeals against decisions on the cessation of studies or permanent removal of student status, if the Committee upholds the original disciplinary verdict, matters pertaining to military duties and tuition refunds shall be dealt with on the following basis:
1. The roster of military draftees who left school and whose reasons for deferred conscription have ceased shall be reported to the authorities concerned within 30 days after the arbitration result is confirmed.
 2. Tuition refunds shall be processed in accordance with Article 8 of the Regulations for the Collection of Fees from Students by Junior Colleges and Higher Education

Institutions and Article 15 of the Regulations for the Collection of Tuition and Miscellaneous Fees by Junior Colleges and Higher Education Institutions.

- Article 20 When an NTNU student has been subjected to a separate disposition based on the arbitration resolution, an administrative appeal decision, or an administrative litigation judgment, and is allowed to resume studies, but the student cannot do so immediately due to special reasons, the University should assist the student in resuming their studies. For draftees who have already enrolled in the military service, the University should retain their student status and assist them to resume studies on a prioritized basis upon their discharge from service. The period of absence prior to re-enrollment may be retroactively recorded as a leave of absence. Pursuant to the verdict of an appeal petition or administrative litigation, the disciplinary action issuer that agrees to allow the student to resume study shall revoke the cessation of studies procedures in accordance with relevant regulations.
- Article 21 The student appeal system should be published online and widely publicized among students so that they can become aware of the functions of the appeal system.
- Article 22 To provide access for students to express their opinions, the University shall establish separate guidelines to process student petitions, suggestions, reports, and other forms of expressed opinions.
- Appeal cases involving campus **gender-related incidents** or bullying incidents shall be handled in accordance with the relevant provisions of the Gender Equity Education Act and the Regulations on Prevention of Campus Bullying.
- Article 23 The Regulations and any amendments thereto shall be formulated by the Student Affairs Council, approved by the University Council, and promulgated after being submitted to and ratified by the Ministry of Education.