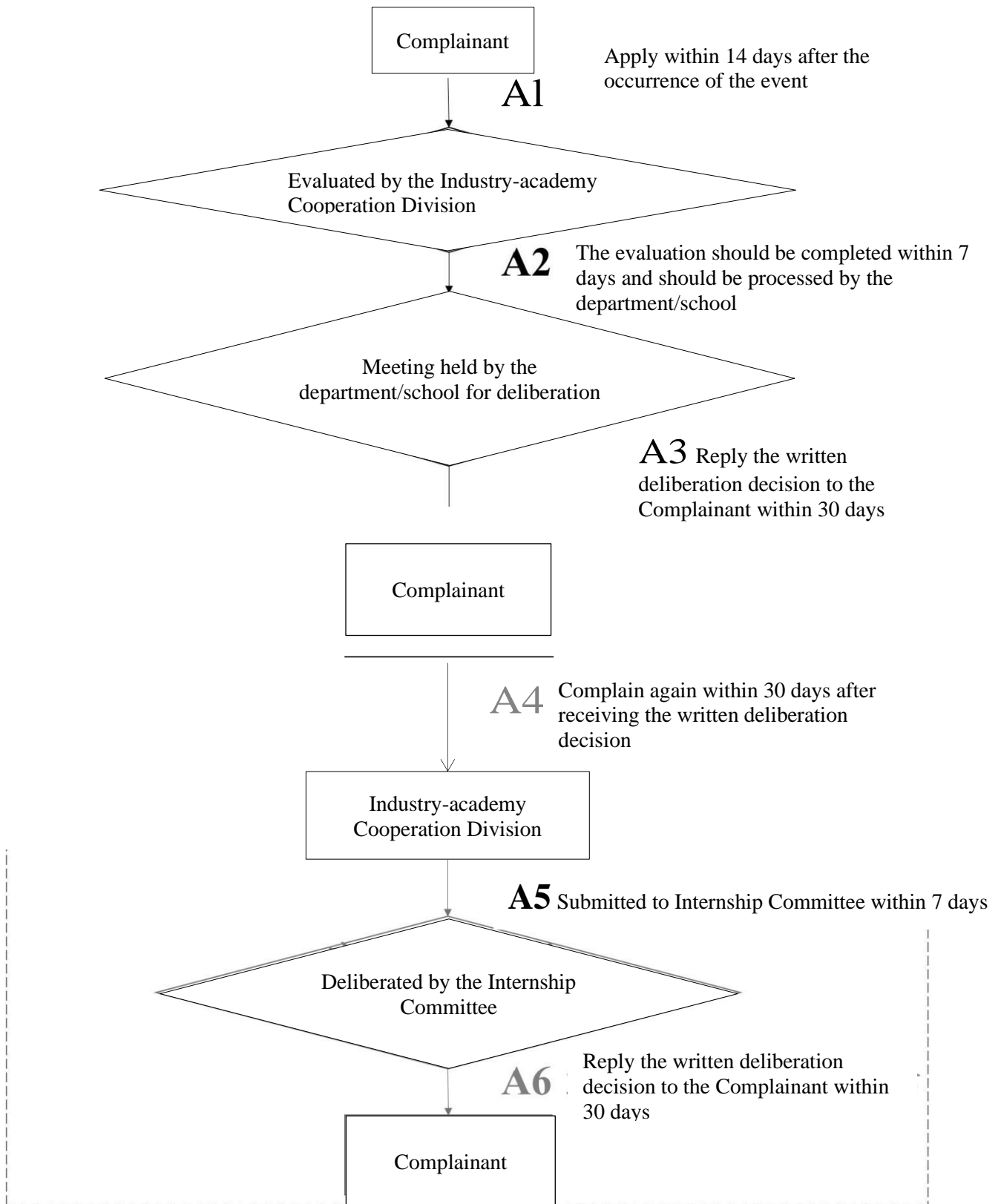


# Measures for Handling Students' Internship Complain, NTUNHS

Approved at the Off-campus Internship Committee Meeting for  
Academic Year 2017 on Sept. 5, 2017

- Article 1 The *Measures for Handling Students' Internship Complain, NTUNHS* (hereinafter referred to as the Measures) is hereby formulated by the National Taipei University of Nursing and Health Sciences (hereinafter referred to as the University) to enhance the internship rights and interests of our students
- Article 2 Students engaging in the internship may file a complaint as per the Measures if they believe that their internship rights and interests are impaired by the working contents, the management measures for them, or the way the internship organization dealing with problems.
- Article 3 Students who make complains (hereinafter referred to as the Complainant) can fill in the "Student Internship Petition (hereinafter referred to as the Petition, as the Annex)" and file a petition to the Industry-academy Cooperation Division under the Office of Research and Development of the University (hereinafter referred to as the Undertaker) within 14 days after the occurrence of the event. The Undertaker will evaluate the petition and then transfer it to the department (institute) or school for handling according to the circumstances.
- Article 4 Upon receipt of the petition, the department/school shall hold a meeting to discuss the internship issues, and may invite the industry insiders and related personnel to attend the meeting if necessary to ensure the student's internship rights and interests. The department (institute) or school shall conclude with a written deliberation decision within 30 days from the date of receipt, reply the deliberation decision in writing to the Complainant and inform the Undertaker for future reference. If necessary, the period may be extended, but neither more than once nor more than two months, and a written notice must be given to the Complainant.
- Article 5 The written deliberation decision shall include the contents including the main body, facts, causes, etc. The complaint rejected should also be made into a written deliberation decision, and the content of which should reflect the reasons and explanations for the rejection.
- Article 6 Being dissatisfied with the deliberation results, the Complaint may file another complain; The Complainant may complain to the Undertaker again within 30 days from the next day after the written deliberation decision is delivered, and the Undertaker shall convene a university-level internship committee for further discussion.
- Article 7 The evaluation, voting and individual opinions of the participants on the complaint in the internship related meetings shall be kept confidential. Basic personal data of the Complainant in the case of a complaint involving the Complainant's privacy shall be kept confidential.
- Article 8 Upon the approval at the Off-campus Internship Committee Meeting, the Measures shall be checked and approved by the President before implementation. The same applies to any amendments. The same applies to any amendments.

# Internship Complaining Process of NTUNHHS



## Student Internship Petition of NTUNHS

Application date: MM/DD/YYYY

<b>Complainant's Information</b>			
Complainant		Tel	
Department/Institute		Class	
Period of Internship	From (MM/DD/YYYY) to (MM/DD/YYYY)		
Position			
<b>Information of Internship Unit</b>			
Name of Internship Unit			
Person-in-charge		Tel.	
Contact Person		Tel.	
<b>Complain Processing</b>			
Intern Instructor			
Does the intern instructor coordinate and deal with it first: <input type="checkbox"/> yes <input type="checkbox"/> no			
<b><u>Statement of Complain (please specify)</u></b>			
<b>Signature (seal) of Complainant</b>			