**National Taiwan University**

**Appeal Form for**

**Teaching and Research Units Evaluation**

Applicant (Name of the unit): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Academic Year under Evaluation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit Director Signature：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of filling the form: YY/MM/DD

Date stamp of the Office of Academic Affairs:

**1. The Evaluation Result**

□ Conditional Pass □ Fail

Date receiving the Final Evaluation Report from the evaluators: YY/ MM/ DD

(Please provide **supporting materials** to prove the stated date)

**2. Description of the Appeal Details**

| Item | Appeal Type | Description of the Evaluation Process/ Final Evaluation Report | Grounds for Appeal | Attached Supporting Materials  |
| --- | --- | --- | --- | --- |
| □Teaching□Research□Service□Administration□Others | □Violating procedures□Inconsistent with actual situations |  |  |  |
| □Teaching□Research□Service□Administration□Others | □Violating Procedures□Inconsistent with actual situations |  |  |  |
| □Teaching□Research□Service□Administration□Others | □Violating procedures□Inconsistent with actual situations |  |  |  |
| □Teaching□Research□Service□Administration□Others | □Violating procedures□Inconsistent with actual situations |  |  |  |
| □Teaching and Learning□Research□Service□Administration□Others | □Violating Procedures□Inconsistent with actual situations |  |  |  |

 (The layout of this form may be edited by adding fields if necessary.)

**Notes:**

1. According to Article 15 of the NTU Guidelines for Evaluation of Teaching and Research Units, if the unit under evaluation considers that the evaluation result of “Conditional Pass” or “Fail” is due to the “violation of the regulated procedures during the site visit,” or the “inconsistency between the data, materials, or other written records in the Final Evaluation Report and the actual situation of the unit under evaluation,” the unit may lodge an appeal **within 14 days after the date the unit received the Final Evaluation Report.**

2. The unit under evaluation shall submit the completed Appeal Form and provide specific evidence to the Office of Academic Affairs within the regulated timeframe specified in the preceding paragraph. **Any late submission will not be accepted, and the application can be made only once**.

3. Notes for the Appeal Type:

 (1) “Violating procedures”happens when the unit under evaluation considers the site visit was not conducted in accordance with the approved procedures.

 (2) “Inconsistent with actual situations” happens when the unit under evaluation considers the data, materials, or other written texts recorded in the Final Evaluation Report do not correspond with the actual situation.

4. Briefly list the Grounds for Appeal in the description field. If there are any charts, please present them in attached files.

5. The font for the Grounds for Appeal should be Time News Roman, 12 points, double-spaced.

6. Fill in the full content in the field of“Description of the Evaluation Process/ Final Evaluation Report”and avoid summarizing.

7. In accordance with the Personal Data Protection Act and the rights of the data subject, if personal data is required for clarifying the grounds for appeal in the formal appeal form, please ensure to use de-identification before providing relevant data to avoid violating the law. If the form still contains personal data upon delivery, the unit under evaluation shall bear all legal responsibilities.

8. Any teaching and research unit that decides to file an appeal shall email a soft copy of the Appeal Form to the person in charge in the Office of Academic Affairs (pwhsieh@ntu.edu.tw) and submit 10 (based on the number of evaluator plus one) hard copies to the Office of Academic Affairs for subsequent appeal proceedings **within 14 days after the date the unit received the Final Evaluation Report.**