



DISCRIMINATION AND/OR HARASSMENT INCIDENT REPORTING FORM

(For use by students, staffs and other complainants)

歧視及/或騷擾事件投訴表 (供學生、職員及其他人使用)

COMPLAINANT (Place a ✓ in the appropriate box) 投訴人(請勾選合適的方格)

Victim 受害人

Witness 證人

INFORMATION OF THE COMPLAINANT 投訴人

Name 姓名 _____

Gender 性別 _____

Contact Number 聯絡電話 _____ E-mail 電郵 _____

Place a ✓ in the appropriate box. 請勾選合適的方格

Student 學生 (Student ID 學生證編號) _____)

Staff 員工 (Department 所屬部門) _____)

Others 其他 (Please specify and provide ID number 請註明並提供身份證號碼)
_____)

INFORMATION OF THE ALLEGED OFFENDER 被投訴人

Name 姓名 _____

Place a ✓ in the appropriate box. 請勾選合適的方格

Student 學生 (Programme 班別 _____)

Staff 員工 (Department 所屬部門 _____)

Others 其他 (Please specify 請註明 _____)

INFORMATION OF THE INCIDENT 事件

On what date did the incident happen? 事發日期?

Where did the incident happen? 事發地點?



Were there any witnesses of the incident? 是否有其他證人?

Yes, please provide the name and contact of the witness. 有, 請提供姓名及聯絡方式。

No 沒有

Please describe the incident (If space is not enough, please give further details on supplementary sheets. Every page enclosed should be signed by the complainant.) 請描述事發經過 (如本欄不敷使用, 請另附紙說明, 但需於每頁紙上簽名)

Your request, if any. 如有任何要求, 請說明。

Supplementary information/evidence 補充資料/證據

Yes, please specify 有, 請註明 _____

No 沒有



Have you discussed the incident with someone in this University? 閣下是否同本校任何人討論過這一事件?

No 沒有

Yes, please provide the name, position and contact of the person (s). 有, 請提供其姓名, 職務及聯絡方式。

THIS PART IS TO BE SIGNED BY THE COMPLAINANT. 本欄由投訴人簽署。

I declare that to the best of my knowledge all information given is true. I also understand that it is confidential, but consent to the disclosure with due discretion for the purpose only of investigating and acting on the complaint.

本人特此聲明據本人所知表內資料全部屬實。本人明白投訴受保密處理, 但同意投訴的資料可因調查及處理有關投訴個案需要而被恰當地披露。

SIGNATURE

簽名

_____/_____/_____
Day 日 Month 月 Year 年

IF THIS FORM IS COMPLETED BY OTHER PERSON ON THE COMPLAINANT'S BEHALF, PLEASE FILL IN THE FOLLOWINGS AND SIGN ON BELOW. 如本投訴表由第三者協助填寫, 填寫人請提供以下資料及簽署。

Name of the person filling this form 填寫人姓名 _____

Contact (phone or email)聯絡方式(電話或電郵) _____

I declare that I have assisted the complainant to prepare this submission of complaint at the request of the complainant and the complainant understands and agrees that to the best of my knowledge all information contained in this form is true.

本人特此聲明因受投訴人要求而填寫及遞交本投訴表, 投訴人已明白及同意據本人所知表內的資料全部屬實。

SIGNATURE

簽名

_____/_____/_____
Day 日 Month 月 Year 年



NOTES 注意事項:

1. The Complainant should use English or one of the official languages of Macau to complete this Report Form in order to file his or her written complaint and deliver it to the Central Services Office (CSO) of the University in person or by registered mail. All available evidence should be submitted as attachments.
投訴人應當使用英文或任何一種澳門官方語言填寫本投訴表來提出書面投訴，並親自或以掛號信將此表送交予本校校務部。一切現有證據均應當作為附件一同送交。
2. The complaint should be made promptly and no later than within 3 months of the last incident of perceived discrimination or harassment, unless there are extraordinary circumstances that prevented the complainant from doing so. Such circumstances should also be specifically explained in the complaint.
投訴應當於最後發生的歧視或騷擾事件發生後的 3 個月內提出。若受異常因素影響而導致延誤投訴，應當在投訴中提供具體解釋。
3. An anonymous report is not considered as complaint.
匿名投訴將不予受理。
4. The university will notify the alleged offender in writing that a complaint has been filed. The notification will also provide the details of the allegations that have been made against him or her.
收到投訴表後，學校將以書面形式通知被投訴人。書面通知將披露指控的細節。
5. The complainant should understand that it is a violation of the Policy to file a false complaint or provide false information. Such wrongdoings will also be subject to investigation and appropriate disciplinary actions.
投訴人應該明白如提出虛假指控或提供虛假資訊均屬違反學校政策。這種不當行為將受到調查及適當的紀律處分和懲戒行動。
6. The complaint will be passed on to the Rector within 5 working days after you submit this Reporting Form to the staff at the Central Services Office of the University. You may be contacted by the University any time after. The Rector's Office will deliver a written decision to you in due course after the completion of investigation.
閣下向本校校務部職員提交投訴表後，您的投訴將於 5 個工作天內轉交予校長。校方可能隨時與閣下聯繫。調查結束後，校長辦公室在適當時候向閣下送達書面決定。

RECTOR'S DECISION 校長的決定

To set up an Investigative Committee consisting of the following members and launch an investigation 設立由以下成員組成的調查委員會並進行調查：

Other 其他