

## Yuan-Ze University Student Guidance and Service Referral Measure

Approved by the Student Counseling Committee on April 19, 2017,

for the 105th academic year, during the 1st meeting.

- I. To ensure uninterrupted student guidance throughout their education, Yuan-Ze University (hereinafter referred to as "the University") has established the Yuan-Ze University Student Guidance and Service Referral Measure (hereinafter referred to as "the Measure") in accordance with the Ministry of Education's Student Guidance and Service Referral Measures. The Measure aims to provide comprehensive and interconnected guidance and service referrals.
- II. The terms in this Measure are defined in accordance with the Ministry of Education's Student Guidance and Service Referral Measures:
  1. High-risk students: Refers to students who have received intervention counseling or remedial counseling from the Counseling and Career Section of the Office of Students Affairs at Yuan-Ze University (hereinafter referred to as "the Counseling and Career Section") during their enrollment at the University.
  2. Referral students: Refers to students admitted to the University who have been identified in the Ministry of Education's guidance and service referral notification system (hereinafter referred to as "the Notification System") as requiring continuous guidance, or who have been confirmed by the University's assessment committee to need ongoing guidance even after leaving the institution.
  3. Evaluation meeting: A meeting convened to assess whether a student requires ongoing guidance after their departure from the university.
  4. Referral meeting: A meeting for exchanging and discussing case information of referred students.
- III. The Registrar Section of the Office of Academic Affairs (hereinafter referred to as "the Registrar Section") is responsible for providing the list of graduating students for the current academic year. The Counseling and Career Section reviews this list to identify high-risk students. If a student is identified as high-risk, an evaluation meeting is convened one month prior to their graduation to assess whether they should be classified as referral students.

The Registrar Section shall regularly provide a list of students who either fail to graduate within the normal duration of their study or leave school prematurely for other reasons to the Counseling and Career Section. This facilitates the convening of an evaluation meeting within one month after the students have left school to determine whether they should be classified as referral students. In the case of students who fail to register on time, the Registrar Section shall

provide a list to the Counseling and Career Section after the registration deadline. This enables the Counseling and Career Section to convene an evaluation meeting within one month after the commencement of the academic year to assess whether they should be classified as referral students. The members of the first two evaluation meetings shall consist of the Dean of Student Affairs, the Associate Dean of Student Affairs, the head of the Counseling Center, and case managers. The Dean of Student Affairs shall serve as the chair. When necessary, additional attendees may be invited, including faculty advisors, students' parents (guardians or legal representatives), external resource network personnel, professional counselors, and other scholars and experts.

- IV. The Counseling and Career Section shall upload the basic information of students assessed for referral by the evaluation meeting to the Notification System after the students have left school and continue to follow up for 6 months. If it is confirmed that a student has enrolled in another school, the current school shall be notified through the Notification System for guidance and service referral. After the 6-month follow-up period, if a student has not returned to school, the Ministry of Education shall be notified through the Notification System for record-keeping and management.
- V. The Registrar Section shall proactively provide a list of students after enrollment to the Counseling and Career Section. Within one month from the date of enrollment, the Counseling and Career Section shall check the list against the Notification System to identify any referral students among the enrolled students.

The Counseling and Career Section shall initiate the case management mechanism for students verified as referral students. If necessary, the previous school attended by the student shall be notified for the transfer of guidance information. A referral meeting may be convened as needed, and the primary counselor from the student's previous school may be invited to attend the referral meeting. Travel expenses, if necessary, shall be covered by the University.

In accordance with student guidance and service referral regulations, consent in the form of a letter from the student or their legal representative must be obtained for the transfer of guidance information, except in the following situations:

1. The student or their legal representative initiates a request for guidance referral.
2. Consent is granted by the competent authority of the school to safeguard

public interest.

3. To protect the life, body, or health of the student.
  4. In accordance with other regulations.
- VI. Enrolled students who are not identified as referral students but who are evaluated by the Counseling and Career Section as needing intervention guidance or remedial guidance may have their guidance information requested from their previous school in accordance with the procedures set out in the previous Article, if needed. Requests may also be made of the previous school to assign a teacher advisor or professional guidance counselor to participate in case meetings at the University. If necessary, travel expenses shall be paid by the University.
- VII. Guidance referral and service personnel who become aware of confidential or private information in the course of their duties, as well as documents they create or possess, shall maintain confidentiality and shall not disclose or make it public without just cause.
- VIII. According to the procedures specified in the Ministry of Education's Student Guidance and Service Referral Measures, upon receiving a request from another school to provide the student's guidance information during their enrollment at our university, the Counseling and Career Section shall, within fifteen days from the date of receiving the request notification, confidentially transfer the relevant information to the student's current school.
- To facilitate the guidance referral process, if the student's current school requests the attendance of our university's representatives at their referral meeting or case meeting, the University shall assign the primary counselor to attend.
- IX. The guidance and service referral for students with physical and mental disabilities shall be conducted in accordance with the Ministry of Education's regulations for the guidance and service referral of students with disabilities at various educational stages. However, if other regulations stipulate otherwise, they shall take precedence.
- X. This Measure is issued and implemented upon review and approval by the Student Counseling Committee, and subsequent approval by the University President. The same process applies to any amendments.