

Yuan Ze University Student Transition Counseling and Service

Guidelines

Apr 19, 2017, Approved by the 1st Student Counseling Committee of the 105th Academic Year

1. Yuan Ze University (hereinafter referred to as the University) has established these Student Transition Counseling and Service Guidelines (hereinafter referred to as these Guidelines) in accordance with the provisions of the "Student Transition Counseling and Service Regulations," in order to ensure that students' counseling needs are properly addressed at each educational stage, and to provide comprehensive and continuous transition counseling and services.
2. The definitions of terms used in these Guidelines are based on the definitions provided in the Student Transition Counseling and Service Regulations as follows:
 - (1) High-risk Students: Refers to students who have received intervention or treatment counseling from the Counseling & Career Development Section (hereinafter referred to as the Counseling Section) of the Office of Student Affairs during their studies 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.
3. The Registrar Section of the Office of Academic Affairs (hereinafter referred to as the Registrar Section) shall provide the list of graduates for the current academic year to the Counseling & Career Development Section (Counseling Section) for comparison. If any student is identified as a High-Care Student through the comparison, an assessment meeting will be held one month prior to their graduation to determine if they should be classified as a Transition Student. For students who do not graduate within the normal study period or leave the University early for any reason without graduating, the Registrar Section should regularly provide the list to the Counseling Section to facilitate the holding of an assessment meeting within one month after the student's departure. For students who fail to register on time, the Registrar Section should provide the list to the Counseling Section after the registration deadline, to facilitate the holding of an assessment meeting within one month after the semester begins.

The members of the first two assessment meetings shall consist of the Vice President for Student Affairs, the Deputy Vice President for Student Affairs, the Head of the Counseling

& Career Development Section, and the Case Manager, with the Vice President for Student Affairs serving as the chairperson. If necessary, the meeting may invite the mentor, the student's parents (guardian or legal representative), external resource network personnel, professional counselors, and other scholars or experts to attend.

4. The Counseling & Career Development Section shall upload the basic information of the transitioning student to the reporting system after the student leaves the school and continue to track the student for six months. When it is confirmed that the student has enrolled in the next school, the system should notify the current school to provide transition counseling and services. If, after six months of tracking, the student has not enrolled in school, the system shall notify the Ministry of Education for registration and management.

5. The Registration Section shall provide the student list after enrollment, and the Counseling & Career Development Section shall check within one month from the enrollment date in the reporting system to determine if the student is a transitioning student.

For students confirmed as transitioning students, the Counseling & Career Development Section will initiate the case management mechanism. If necessary, they may notify the original school to transfer counseling records and, if needed, hold a transition meeting. The meeting may invite the primary counseling staff from the student's original school to attend, with travel expenses covered by the university if necessary.

According to the Student Transition Counseling and Services Regulations, the transfer of counseling records requires obtaining the consent form from the student or their legal guardian. However, the following situations are exempt from this requirement:

- (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.

6. When a student who is not identified as a transitioning student is found upon enrollment, and the Counseling & Career Development Section assesses that intervention or treatment counseling is necessary, the section may, if needed, request the original school to provide the necessary counseling records following the procedure stated in the previous article. Alternatively, the original school may be asked to assign a counseling teacher or professional counselor to attend the case meeting at this university. Travel expenses may be covered by the university if necessary.

7. Personnel involved in the implementation of transition counseling and services must keep confidential any secrets, personal information, or documents they become aware of in the course of their duties. They are prohibited from disclosing or making such information public unless there is a legitimate reason to do so.

8. In accordance with the procedures specified in the Student Transition Counseling and Services Regulations, upon receiving a request from another school to provide counseling data of a student during their enrollment at this university, the Counseling and Career

Development Section shall transfer the relevant information as confidential within fifteen days from the receipt of the notice, to the student's current school.

To assist with transition counseling, if the current school requests personnel to attend the transition meeting or case meeting, this university shall designate the responsible counseling staff to participate.

- 9.** Students with disabilities shall be handled in accordance with the "Guidelines for Transition Counseling and Services for Students with Disabilities at Various Educational Stages" set forth by the Ministry of Education. If other regulations stipulate otherwise, those provisions shall prevail.
- 10.** These guidelines shall be reviewed and approved by the Student Counseling Committee, submitted to the University President for approval, and announced for implementation. The same procedure shall apply for any revisions.

In case of any discrepancy between the Chinese and English version, the [Chinese version](#) shall prevail.