

Student Transition Counseling and Service Key Points of the National Chi Nan University

Passed on the administrative meeting on June 21, 2017

- I. The National Chi Nan University (hereafter referred to as the University) formulated *Student Transition Counselling and Service Key Points* (hereafter referred to as the Transition Counselling Key Points) based on the Student Transition Counseling and Service Regulations (hereafter referred to as the Transition Counseling Regulations) issued by the Ministry of Education to implement coordination between student counseling work of all educational stages. This serves to provide integrated and continuous counseling and service.
- II. High-concerned students, transition students, the initial and current schools attended, evaluation meetings, and transition meetings involved in the Key Points shall be subject to definitions in Article 3 of the Student Transition Counseling and Service Regulations.
- III. The Registration Section of the Office of Academic Affairs (hereafter referred to as the Registration Section) shall offer to provide a list of new students (including transfer students) after admission, submit it to the Consulting Center of the Office of Student Affairs (hereafter referred to as the Consulting Center). They must inquire if incoming students are transitioning students in the notification system of the Ministry of Education within one month after admission. For confirmed transition students, the Consulting Center shall activate the in-school case management mechanism. If it is deemed necessary according to the evaluation, the initial school attended by students shall be informed regarding the transition counseling materials and hold a transition meeting depending on the situation. Invite responsible counselors of the students' initial school to participate in the transition meeting. The travel expense of the responsible counselor shall be paid by the University.
For the transition of counseling materials, obtain a letter of consent from the students themselves or a legal representative. The following situations are not within the scope of this limit:
 - (1) Students or their legal representatives offer to request transition counseling.
 - (2) Based on the necessity of maintaining public interests and with the consent of the Ministry of Education.
 - (3) Based on the necessity of protecting students' lives, bodies, or health.
 - (4) According to the stipulations of other regulations.
- IV. The Counseling Center of the University shall summarize a list of highly-cared for students who leave school after the mid-term examination of each semester. The Center holds an evaluation meeting one month before graduation to evaluate if such students are to be listed as transition students. For students who fail to graduate in the normal study year or leave school in advance for other reasons, the evaluation meeting shall be held within one month after leaving school. The evaluation meeting shall be presided over by the President or a person specified by the President. Members of the evaluation meeting shall include tutors or

department (institute, degree program) supervisors, principal counselors, the director of the Counseling Center, and personnel from the Office of Student Affairs and Office of Academic Affairs. If necessary, the Center will invite parents, guardians, or other legal representatives of students, personnel of off-campus resource networks, professional counselors, and other scholars and experts to attend the meeting as observers.

- V. For those evaluated as transition students through the evaluation meeting, the Counseling Center shall upload basic information about these students to the notification system of the Ministry of Education and follow up for six months. When it is confirmed that these students attend other schools, their current school shall be notified in the notification system of the Ministry of Education to provide transition counseling and service. If these students fail to attend other schools after six months of follow-up, the Ministry of Education shall be notified in the notification system and their names shall be listed for management.
- VI. When it is found that a student who is not a transition student attends the University and it is necessary to implement interventional counseling or encounter counseling through the evaluation of the Counseling Center, their initial school shall be requested to provide the necessary counseling materials according to the procedure specified in the previous point as required; or they require their initial school to assign counseling teachers or professional counselors to participate in a case meeting with the University. The travel expenses of assigned personnel shall be paid by the University.
- VII. Confidential or privacy-related production or documents held for the convenience of duty, which are learned of by personnel related to the handling of transition counseling and service, shall be kept confidential and not be disclosed or revealed without justified reasons.
- VIII. In the case of receiving a request to provide counseling materials to students for the period of their attending the University from other schools, the Counseling Center shall transfer relevant information to the current school of such students in the form of a confidential paper within 15 days from the date that the notice is received.
To assist with transition counseling, if the current school proposes a demand of sending personnel to attend transition meetings or case meetings of the school, the University shall assign principal counselors to attend.
- IX. The Key Points shall be implemented after being passed at the student affairs meeting.