

Ming Chuan University Guidelines for Transition Counseling and Linkage Services for Students

Passed at the Regulation Review Committee on June 15, 2017

Passed at the Administrative Council Meeting on June 19, 2017

Article 1 In order to ensure that the guidance and counseling needed by students at each stage of education are well-linked, Ming Chuan University (hereafter referred to as MCU) provides comprehensive and ongoing transition counseling and linkage services. Ming Chuan University Guidelines for Transition Counseling and Linkage Services for Students (hereafter referred to as the guidelines) were established in accordance with the Procedures for Transition Counseling and Linkage Services for Students of the Ministry of Education.

Article 2 In accordance with Procedures for Transition Counseling and Linkage Services for Students, the terms used in these Guidelines are defined as follows:

1. Student requires intensive concern: Students who have ever undertaken intervention counselling or remedial counseling at Counseling and Guidance Center (hereafter referred to as the Counseling Center), Career Planning and Counseling Division of Ming Chuan University while they are matriculating toward a degree at MCU.
2. Transitional student: Student who is confirmed as listed in MOE Transitional Counseling and Linkage Services Notification System (hereafter referred to as the notification system) and requires continuous counseling upon admission, or students confirmed at the evaluation meeting to require continuous counseling after leaving MCU.
3. Assessment Meeting: Meetings held to assess if student needs continuous counseling after leaving the university.
4. Transition Meeting: Meetings held to discuss student cases of transitional counseling and linkage services.

Article 3 MCU Counseling Center uses the roster of graduating students of the current academic year provided by Registrar Section (hereafter referred to as the Registrar) of Academic Affairs Division to cross-check for students who require intensive concern, summon assessment meeting one month prior to students' graduation to evaluate if the students should be list as transitional students.

Roster of students who do not graduate within normal studying period or have not yet graduated but leave the University for other Reasons should be provided by the Registrar to the Counseling Center to summon assessment meeting within one month after the students leave the university and assess if the students should be listed as transitional students. Roster of students who fail to register within the designated time period should be provided by Registrar one month after the semester begins to summon

assessment meeting and assess if the students should be listed as transitional students.

The Executive Director of Career Planning and Counseling Division serve as the convener and chair of the preceding assessment meeting. Director of Counseling Center, school and departmental counselors, class advisors and relevant personnel of Student Affairs Division are the ex officio members; when the convener cannot attend the meeting, one of the other ex officio members is elected to serve as the chair. When necessary, personnel of Academic Affairs Division, students' parents, guardian or other legal representative, network personnel from outside of the campus, professional counseling personnel and other scholars and professionals may be invited to attend the meeting.

Article 4 Basic data of students assessed as transitional students by the assessment meeting should be uploaded to the notification system after the students leave the university and follow-up should continue for 6 months. Student's current institute is to be notified to carry out transition counseling and linkage service on the notification system when student is confirmed to have entered another institution. Ministry of Education is to be notified via the notification system to produce a roster for management when the follow-up has reached 6 months and students have not entered another institution.

Article 5 Registrar should provide student roster, within one month after students are enrolled and start their study, for the Counseling Center to check on the notification system to see if students are transitional students.

Once students are confirmed as transitional students, the Counseling Center will activate university case management mechanism and, if deemed necessary, notify students' previous institution to carry out counseling data transfer and summon a transitional meeting when required by the circumstances. Meanwhile, the duty counseling personnel of the student's original institution may also be invited to attend the transition meeting. Traveling expenses will be paid by MCU when needed.

In accordance with Procedures for Transition Counseling and Linkage Services for Students, the agreement by the student or legal representative should be acquired for the counseling data transition. However, those who meet one of the following conditions are not thus restricted:

1. Student or the legal representative requests transition counseling on their own initiative.
2. Based on the need to protect the public interest, with consent of Ministry of Education.
3. Based on the need to protect student's life, body or health.
4. In accordance with other regulations, procedures or rules.

Article 6 Enrolled students who were not listed as transitional students but are assessed to require intervention counselling or remedial counseling by the Counseling Center, may be based on the circumstances, request previous institutions to provide necessary

counseling data based on the preceding procedures, or request counseling faculty or professional counselor assigned by the previous institute to attend case meeting at MCU. Traveling expenses will be paid by MCU when necessary.

Article 7 Transition Counseling and Linkage Service-related personnel must respect the confidentiality of private matters or secrets they have knowledge of due to official duties; the documentation created or in their possession must be treated confidentially and never revealed or made public unless there is a justified reason.

Article 8 In accordance with Procedures for Transition Counseling and Linkage Services, when receiving requests for counseling data during students' study at MCU from other institutions, the Counseling Center should transfer relevant data in a confidential manner to the student's current institution within 15 days starting from the day after the notice is received.

In order to assist transition counseling, when student's current institution requests that personnel be assigned to attend a transition meeting or case meeting, MCU should assign the responsible counseling personnel to attend.

Article 9 Disabled students should be dealt with in accordance with the Transition Counseling and Linkage Service for Disabled Students in Different Educational Stages established by Ministry of Education. If other regulations state otherwise, the provisions of such regulations shall prevail.

Article 10 Upon being passed at the Administrative Council Meeting and approved by the president, these guidelines were implemented. Any revision must follow the same procedure.

*****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.*****