

Ming Chuan University Counseling Center
Informed Consent Form for Individual Counseling

Welcome to MCU Counseling Center. Please read this informed consent form carefully and abide by the regulations of counseling services. If you have any questions, please feel free to ask. The counselor will explain it to you clearly.

1. SERVICE TARGET AND CHARGE

MCU Counseling Center provides individual counseling services for enrolled MCU students, as well as tele-guidance services during the remote learning period of time due to the pandemic (see note 1). All the counseling services for enrolled students are free of charge.

2. COUNSELING SESSION TIMEFRAME

The counseling session is on a weekly basis and 50 minutes per session. The total number of sessions is six in one semester (including the leave of absence).

3. CANCELLATION OF A SESSION

Once the counseling has been scheduled after the intake session, please ensure to attend the sessions. If you are unavailable to attend a session, please call MCU Counseling Center to cancel the appointment as far in advance as possible (one day in advance is helpful). If you do not attend your session twice without informing beforehand, your counseling will be terminated at once. If you wish to reschedule, please contact:

Taipei Campus: 02-28824564 ext.2269; Taoyuan Campus: 03-3507001 ext.3166

4. TERMINATION

You have the right to terminate counseling. However, it is suggested that the matter of termination can be discussed with the counselor before terminating. You are allowed to request for the change of your counselor as well.

5. COUNSELOR

Counselors in MCU Counseling Center include: full-time and part-time licensed counseling psychologists, clinical psychologists, social workers, psychiatrists and psychologist interns (see note 2). Only one counselor will be scheduled with you during the sessions. However, you have the right to seek services off-campus with other therapists.

6. CONFIDENTIALITY

The content of your sessions, progress in counseling, your counseling document and personal information are all confidential and will not be disclosed to others. However, the three conditions below are considered as exceptions to confidentiality:

- (1) If there is evidence of dangers to self and/or others, includes threatens and harms to life, freedom, finance or safety, the counselor is legally required to report this information to the authorities responsible for ensuring safety.
- (2) If there is an involvement or violation of laws of Taiwan, such as The Protection of Children and Youths Welfare and Rights Act, Genetic Health Act, Sexual Assault Crime Prevention Act, Domestic Violence Prevention Act, Suicide Prevention Act, etc., the counselor is legally required to report this information to the authorities responsible for ensuring safety.
- (3) If there is a need of transition guidance, your counseling document will be transferred to your new school according to the Regulations of Students Transfer Guidance and Service enacted by the Ministry of Education.

7. TELE-GUIDANCE (When the pandemic alert is above level 3 and remote learning is announced)

- (1) In order to confirm your identity, please show your student ID or other credentials with identified photo to the camera before tele-guidance starts.
- (2) Both you and the counselor should stay alone in a safe and quiet space for tele-guidance. The counselor has to confirm your location and emergency contact information. If the environment cannot reach the required standard of tele-guidance, it is possible to terminate the service at any time during the session.

- (3) It is suggested to use Microsoft Teams adopted by MCU Information & Network Division as the software for tele-guidance. For the sake of your privacy, public or free WIFI service is not suggested.
- (4) During the tele-guidance, both you and the counselor should not screenshot, video/audio record, allow observation for the third person, or show on a live stream without mutual consent. If this situation happens, the service will be terminated at once. MCU Counseling Center will take legal action against the controversy.
- (5) If the webcam device or internet signal is working unstably and interferes the tele-guidance, both you and the counselor have the right to stop the session and negotiate another method instead (e.g. through phone call).
- (6) If emergency happens during the tele-guidance session, please call the 24-hour campus security number (Taipei Campus: 02-28829595; Taoyuan Campus: 03-3509495), or 119 or seek help from the hospital nearby. The counselor will inform your emergency contact person if it is needed.
- (7) If the counselor evaluates that tele-guidance is not a suitable service for you, the counselor has the right to cancel the session and rearrange a counseling treatment.

8. VIDEO/AUDIO RECORDING

During sessions, the counselor might ask if recording the session is acceptable for you. The purpose of this is to better help you by the counselor reviewing the sessions afterwards to see what can be adjusted. The counselor will not do the recording without your written consent. You have the right to decide not to be recorded.

9. IN THE PROCESS OF COUNSELING

It is likely that you experience emotional swings during the counseling sessions. While having intense emotional fluctuations, it is strongly suggested that you had better NOT make significant decisions hastily before discussing it with the counselor.

10. COLLECTION OF PERSONAL INFORMATION

Your personal information collected during the counseling process is based on the regulation of laws of Taiwan, including Personal Data Protection Act, Psychologists Act, and Student Guidance and Counseling Act. According to the Personal Information Management Guideline of Ming Chuan University, your personal information will only be applied on counseling related purposes. MCU Counseling Center is responsible to carefully preserve and strictly keep the confidentiality of your personal information. All the counseling document will be destructed 10 years after your graduation or disenrollment.

11. OTHER CLARIFICATION

If you come to counseling for specific needs or certain learning purposes, please kindly inform beforehand. Feel free to ask the counselor or the case manager if you have any question of counseling services.

12. NOTE

- (1) Note1: MCU Counseling Center provides tele-guidance services based on Reference Principles for Tele-guidance in Schools and Counseling Centers During Severe Special Infectious Disease Pandemic enacted by the Ministry of Education.
- (2) Note2: Counselors in MCU Counseling Center are employed based on Student Guidance and Counseling Act enacted by the Ministry of Education and Psychologists Act enacted by the Ministry of Health and Welfare.

I hereby acknowledge that I have read the contents of this informed consent form. I will abide by the regulations of counseling services.

Signature of Client

Date

Signature of Counselor

Date