

# **Guidelines for Transfer Counseling and Services for Students at CYCU**

June 19, 2019, approved by the Student Counseling Committee for the second semester of  
the 2017 academic year

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the 2019 academic year

## **1. Introduction**

To ensure students' counseling needs are met through different educational stages, Chung Yuan Christian University (hereinafter referred to as the university) provides integrated and continuous transfer counseling and services. These guidelines are established based on the Ministry of Education's "Transfer Counseling and Service Measures for Students," and are referred to as the "Guidelines for Transfer Counseling and Services for Students at Chung Yuan Christian University" (hereinafter referred to as the guidelines).

## **2. Definitions**

- (1) High-concern students: Students who received intervention or treatment counseling from the Counseling Center (hereinafter referred to as the center) during their study at the university.
- (2) Transfer students: Students identified in the Ministry of Education's Transfer Counseling and Service Notification System (hereinafter referred to as the notification system) as needing continued counseling upon entry or assessed by the university's evaluation meeting to require continued counseling after leaving the university.
- (3) Evaluation meeting: A meeting to assess whether high-concern students need transfer counseling after leaving the university.
- (4) Transfer meeting: A meeting to exchange and discuss case information of transfer students.

## **3. Evaluation Process**

- (1) For high-concern students graduating in the current academic year, the center will hold an evaluation meeting by May 31 each year to assess whether they should be classified as transfer students. For those who are not graduating, the following measures apply:
- (2) If they are high-concern students, the center will evaluate them within one month after knowing they have processed their departure procedures, and affirm this in the evaluation meeting for the current academic year.
- (3) The Academic Affairs Office's Course and Registration Division (hereinafter referred to as the division) will provide a list of students who did not register on time to the center after the registration deadline. If these students are high-concern, the center will evaluate them

within one month after knowing they failed to register and affirm this in the evaluation meeting for the current academic year.

The evaluation meeting is chaired by the Dean of Student Affairs and includes the Director of the Counseling Center, key counseling staff, personnel from the Student Affairs Office, and personnel from the Academic Affairs Office. If necessary, teachers, parents, guardians, external resource network personnel, professional counselors, and other experts may be invited to attend.

#### 4. Transfer Process

For students assessed or affirmed as transfer students, the center will upload their basic information to the notification system and continue tracking them for six months after they leave the university. If it is confirmed that they have enrolled in another school, the center will notify the new school through the notification system to conduct transfer counseling and services. If they do not enroll within six months, the center will notify the Ministry of Education through the notification system for record management.

#### 5. Registration Process

The division will provide the list of enrolled students to the center after the students register. Within one month after the registration deadline, the center will check the notification system for any enrolled students identified as transfer students. If confirmed, the center will initiate the in-school case management mechanism. If needed, they may request counseling information from the previous school and hold a transfer meeting involving the previous school's key counseling staff. Travel expenses, if necessary, will be covered by the university.

According to the Ministry of Education's Transfer Counseling and Service Measures for Students, the transfer of counseling information requires the consent of the student or their legal representative, except for the following situations:

- (1) The student or their legal representative requests transfer counseling.
- (2) It is necessary to protect public interest, with the Ministry of Education's approval.
- (3) It is necessary to protect the student's life, body, or health.
- (4) Other legal provisions mandate it.

#### 6. Additional Provisions

If a non-transfer student at the university needs intervention or treatment counseling, the center may request necessary counseling information from their previous school or invite their previous school's counseling teacher or professional counselor to attend case meetings. Travel expenses, if necessary, will be covered by the university.

#### 7. Confidentiality

Personnel involved in transfer counseling and services must keep confidential any information or documents they become aware of during their duties unless there are legitimate reasons to disclose or publicize it.

## 8. Information Exchange

Upon receiving a request from another school for counseling information of students during their time at the university, the center will transfer the relevant information to the new school as confidential documents within fifteen days of receiving the notification. To assist with transfer counseling, if the new school requests the university to send personnel to participate in their transfer meetings or case meetings, the university should assign key counseling staff to attend and grant official leave.

## 9. Special Provisions for Students with Disabilities

Transfer counseling and services for students with disabilities are handled according to the Ministry of Education's "Transfer Counseling and Service Measures for Students with Disabilities at Different Educational Stages." If other regulations apply, those regulations take precedence.

## 10. Implementation

These guidelines are implemented after being approved by the Student Counseling Committee and announced by the university president. The same applies to any amendments.