

National Taiwan Normal University

Directives for Student Transition Counseling and Services

Last amended on May 16, 2018

1. National Taiwan Normal University (the “University”) has formulated the Directives for Student Transition Counseling and Services (the “Directives”) pursuant to the Ministry of Education’s Regulations Governing Student Transition Counseling and Services promulgated on December 8, 2015, with the mission of offering holistic and continuous transition counseling and linkage services to meet students’ counseling needs during their educational studies.
2. The targets and meetings for student transition counseling and linkage services herein are defined as follows.
 - (1) High-risk student: A student who has received intervention counseling or remedial counseling from the University’s Student Counseling Center (the “Center”) during their studies at the University.
 - (2) Transition student: A student who is listed as a student in need of ongoing counseling in the Student Transition Counseling and Services Reporting System of the Ministry of Education (the “Reporting System”) at the time of enrollment, or who is considered by the assessment meeting of the University as a student in need of ongoing counseling even after leaving the University.
 - (3) Assessment meeting: A meeting to evaluate whether a student has a continuing need for counseling after leaving the University.
 - (4) Transition meeting: A meeting to exchange opinions and discuss about the case of a transition student.
3. The Center shall hold an assessment meeting to determine whether a high-risk student should be listed as a transition student one month before they graduate.

If a high-risk student does not graduate within their original time frame or leave the University due to other reasons, or they have failed to register on time, the Center shall hold an assessment meeting to determine whether they should be listed as a transition student within one month of them leaving the

University or after the start of the school year.

The assessment meeting in the preceding paragraph shall be chaired by the University President or a representative designated by the President. The rest of the members shall be appointed in accordance with Article 4 of the Regulations Governing Student Transition Counseling and Services.

4. After a student is evaluated to be a transition student in an assessment meeting, the Center shall upload their basic information to the Reporting System after the student leaves the University and follow up on them for six months. When the student is confirmed to have enrolled in another school, the Center shall notify their current school through the Reporting System in order to provide them with transition counseling and linkage services. If the student is still not yet enrolled in another school after the six months of follow-up, the Center shall notify the Ministry of Education through the Reporting System for further case management.
5. The Center shall take the initiative to obtain a list of newly enrolled students to check whether anyone is a transition student in the Reporting System within one month of the first day of school.

When a newly enrolled student is confirmed to be a transition student, the Center shall initiate the on-campus case management process. If deemed necessary after evaluation, the Center may notify and request the student's original school to provide counseling-related documents and convene a transition meeting if necessary. The Center may also invite the student's primary counselor at their original school to attend the transition meeting. Any traveling expenses incurred from the meeting will be paid by the University if necessary.

Pursuant to the Regulations Governing Student Transition Counseling and Services, transfer of the counseling-related documents shall be subject to the consent of the student or their legal representative. However, this restriction does not apply under any of the following circumstances:

- (1) Transition counseling is voluntarily requested by the student or their legal representative.
- (2) It is approved by the Ministry of Education to be for the public interest.
- (3) It is necessary to protect the life, body or health of the student.
- (4) It is stipulated by other laws or regulations.

6. If a student who is not deemed a transition student at the time of enrollment but is assessed by the Center to require intervention counseling or remedial counseling, the University may request the student's original school to provide necessary counseling-related documents in accordance with the procedures set forth in the preceding Article or designate a counseling teacher or a professional counselor to attend a case meeting at the University. Any traveling expenses incurred from the meeting will be paid by the University if necessary.
7. Personnel who have learned confidential information or personal information and have produced or possessed relevant documents while engaging in transition counseling and linkage services shall keep them confidential and not disclose or make public such information and documents without legitimate reasons.
8. Pursuant to the procedures in the Regulations Governing Student Transition Counseling and Services, the Center shall provide a transition student's current school of their counseling-related documents at the University as classified files within fifteen days starting from the next day of receipt of the request from the current school.

To assist in the transition counseling, the University shall designate a primary counselor to attend the transition meeting or case meeting upon the request of the student's current school.
9. Matters related to physically or mentally challenged students shall be dealt with in accordance with the Regulations Governing Student Transition Counseling and Services for Physically and Mentally Challenged Students at Each Educational Stage promulgated by the Ministry of Education, except where it is otherwise prescribed by law.
10. The Directives and any amendments thereto shall become effective after approval by the Administrative Council.