

義守大學學生轉銜輔導及服務要點

106年11月02日校長核定公告全文

一、義守大學（以下簡稱本校）為使學生輔導需求在教育階段間得以銜接，提供整體性與持續性轉銜輔導及服務，依據「學生輔導法」第十九條第一項及「學生轉銜輔導及服務辦法」之規定，訂定「義守大學學生轉銜輔導及服務要點」（以下簡稱本要點）。

二、本要點用詞，定義如下：

（一）高關懷學生：指在本校就學期間曾接受本校學生事務處諮商輔導組（以下簡稱諮輔組）介入性輔導與處遇性輔導之學生。

（二）轉銜學生：指入學時經查為教育部學生轉銜輔導及服務通報系統（以下簡稱通報系統）中列為有持續輔導需求，或經本校評估會議確認離校後仍有持續輔導需求之學生。

（三）原就讀學校：指學生原就讀，因畢業、轉學、退學、中輟或其他原因不再就讀之學校。

（四）現就讀學校：指學生因轉學、升學、重考並已辦理入學之現在就讀學校。

（五）評估會議：指由本校召開，就高關懷學生進行評估，以決定其是否需列為轉銜學生之會議。

（六）轉銜會議：指由現就讀學校召開，邀請原就讀學校代表出席，針對轉銜學生之個案資料進行交流與討論之會議。

三、諮輔組依據向教務處申請之當學年度畢業生名單，經比對為高關懷學生，於其畢業一個月前，召開評估會議，評估是否列為轉銜學生。未於正常修業年限畢業或因轉學、退學與其他原因確認離校之學生，經比對為高關懷學生，於學生離校後一個月內，召開評估會議，評估是否列為轉銜學生。

前二項評估會議由校長或其指定之人員擔任主席，其餘成員應至少包括導師、諮輔組組長、主責輔導人員、專（兼）任專業輔導人員、學生事務處及教務處人員；必要時，得邀請學生家長、監護人或其他法定代理人（以下簡稱法定代理人）、校外資源網絡人員、專業輔

導人員及其他學者專家等人列席。

四、經評估會議評估為轉銜學生者，諮輔組應將轉銜學生之基本資料，上傳至通報系統進行通報，並持續追蹤六個月。追蹤期間屆滿六個月，學生仍未就學者，諮輔組應於通報系統通知教育部，列冊管理。

五、諮輔組依據向教務處申請之入學學生名單，由諮輔組於開學日起一個月內至通報系統查詢入學學生是否為轉銜學生。

確認為轉銜學生者，由諮輔組啟動校內關懷輔導機制，若評估有必要者，應通知學生原就讀學校進行輔導資料轉銜，並視需求召開轉銜會議，且得邀請學生原就讀學校之主責輔導人員參加轉銜會議，必要時，差旅費由本校支付。

依據教育部頒行「學生轉銜輔導及服務辦法」第六條第三項規定，輔導資料之轉銜，應取得學生本人或法定代理人之同意書。但有下列情形之一者，不在此限：

- (一) 學生或其法定代理人主動請求轉銜輔導。
- (二) 基於維護公共利益之必要，經學校主管機關同意。
- (三) 基於保護學生生命、身體或健康之必要。
- (四) 依其他法規規定。

六、本校發現非屬轉銜學生之入學學生，經諮輔組評估有進行介入性或處遇性輔導之必要者，得視情況需求，請求學生原就讀學校依第五點所定程序，提供必要之輔導資料或請求學生原就讀學校指派輔導教師或專業輔導人員參加轉銜會議，必要時，差旅費由本校支付。

七、因辦理轉銜輔導及服務之相關人員，於職務上知悉之秘密或隱私及製作或持有之文書，應予保密，非有正當理由，不得洩漏或公開。

八、本校收受轉銜學生現就讀學校通知提供該生就讀本校期間之輔導資料，諮輔組應於收到通知之次日起十五日內，將轉銜學生之必要輔導資料及個案輔導資料轉銜表，以密件轉銜至學生現就讀學校。

前項學生現就讀學校通知本校進行資料轉銜時，應以密件公文併附學生本人或法定代理人同意書為之。本項所稱之同意書有第五點第三項各款情形之一者，不在此限。

為協助轉銜輔導，若學生現就讀學校提出本校派員參加該校轉銜會

議之需求，本校應指派主責輔導人員出席。

九、身心障礙學生依據教育部訂定之各教育階段身心障礙學生轉銜輔導及服務辦法辦理，若其他法規另有規定者，從其規定。

十、本要點經行政會議審議通過，陳請校長核定後自公告日實施。

Guidelines on Student Transition Counseling and Linkage Services at I-Shou University

Ratified and promulgated by the President on
November 2, 2017

- I. The Guidelines on Student Transition Counseling and Linkage Services at I-Shou University (hereinafter referred to as “the Guidelines”) are developed by I-Shou University (hereinafter referred to as “the University”) pursuant to Paragraph 1 of Article 19 of the Student Guidance and Counseling Act and the Regulation for Student Transition Counseling and Linkage Services with the aim of providing students with comprehensive and continuous transition counseling and linkage services during the period of education.
- II. The terms herein mentioned are defined as follows:
 1. High-care student: A student who has received intervention counseling and remedial counseling given by the Counseling and Guidance Section of the Office of Student Affairs (hereinafter referred to as “the Section”) while studying at the University.
 2. Transited student: A student who has been regarded as a student in need of continuous counseling on the Student Transition Counseling and Linkage Services Reporting System of the Ministry of Education (hereinafter referred to as “the Reporting System”) or who has been considered by the assessment meeting of the University a student in need of continuous counseling even after leaving the University.
 3. Original university: A university where a student left because of graduation, transferring, dropping out or other reasons.
 4. Current university: A university where a student currently enrolls because of transferring, pursuing further education or re-examination.
 5. Assessment meeting: A meeting held by the University to decide whether a high-care student should be considered a transited student.

6. Transition meeting: A meeting held by the current university to exchange opinions about and have a detailed discussion of a transited student with the representatives from the original university.

III. The Section shall call an assessment meeting to decide whether a high-care student found in the graduate list provided by the Office of Academic Affairs should be considered a transited student one month before he/she graduates.

The Section shall call an assessment meeting to decide whether a high-care student should be considered a transited student within one month of his/her leaving the University because of unexpected graduation, transferring, dropping out or other reasons.

The above-mentioned assessment meeting shall be presided over by the President or a person designated by the President, and the meeting shall consist of the student's advisor, the Chief of the Section, the main responsible counselor, a full- or part-time professional counselor, and the staffers of the Office of Student Affairs and the Office of Academic Affairs. Student's parents, guardians or legal representatives (hereinafter collectively referred to as "legal representative"), off-campus resource personnel, professional counselors, scholars or specialists may be invited to attend the meeting without the power to vote, if necessary.

IV. The Section shall upload the basic information of a transited student as decided by the assessment meeting to the Reporting System and conduct a follow-up to him/her for a period of six months. After six months of following up, the Section shall notify the Ministry of Education via the Reporting System for recording and management if the aforesaid student receives no schooling.

V. The Section shall check whether any of the newly enrolled student is a transited student on the Reporting System within one month of the first day of school based on the list provided by the Office of Academic Affairs.

If a newly enrolled student is confirmed a transited student, the Section shall activate the on-campus counseling mechanism. The University shall notify the student's original university of providing counseling-related documents and call for a transition meeting, if necessary. The University may invite the main responsible counselor of

the original university to attend the meeting. Any traveling expenses incurred from the meeting may be paid by the University.

Pursuant to Paragraph 3 of Article 6 of the Regulation for Student Transition Counseling and Linkage Services promulgated by the Ministry of Education, counseling-related documents shall not be provided until a letter of consent has been obtained from the student or his/her legal representative. Notwithstanding the foregoing, when it comes to one of the following, the documents may be provided without obtaining written consent:

1. Transition counseling is requested by the student or his/her legal representative.
2. It is for the public interest and approved by the education authorities.
3. It is necessary for the protection of life, body or health of the student.
4. It is requested by any other laws or regulations.

VI. If a student admitted to the University is not as a transited student but the Section finds it necessary to have the student receive intervention counseling or remedial counseling, the University may request the student's original university to provide counseling-related documents or to designate a counseling instructor or a professional counselor to attend a transition meeting as prescribed in Provision 5. Any traveling expenses incurred from the meeting may be paid by the University.

VII. Personnel who have learned confidential information or privacy information and have produced or possessed relevant documents while engaging in transition counseling and linkage services shall keep them confidential and shall not disclose or make public such information and documents without legitimate reasons.

VIII. When the University is notified by the current university of providing counseling-related documents of a transited student produced while he/she studied at the University, the Section shall provide necessary documents and a transition form to the current university in sealed envelope within fifteen days from the next day of the receipt of the notification.

The current university shall confidentially give the University a notification together with a letter of consent obtained from the student or his/her legal representative. Notwithstanding the foregoing, a letter of consent is not necessarily required when it

comes to any situation mentioned in Paragraph 3 of Provision 5.

When the current university calls for a transition meeting and considers it necessary to request a staffer from the University to attend the meeting and offer assistance, the University shall designate the main responsible counselor to attend the meeting.

- IX. Affairs related to physically or mentally challenged students shall be subject to the Regulation for Student Transition Counseling and Linkage Services for Physically and Mentally Challenged Students at Different Educational Levels established by the Ministry of Education. Any other laws or regulations established especially for physically and mentally challenged students shall prevail.
- X. The Guidelines become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Guidelines, the Chinese language version shall prevail.