

## 國立中興大學學生轉銜輔導及服務要點

106 年 6 月 16 日 105 學年度第 2 學期學生輔導委員會通過

一、國立中興大學〈以下簡稱本校〉依據教育部 104 年 12 月 8 日發布「學生轉銜輔導及服務辦法」，為使學生之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，特訂定本校「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：指在就學期間曾接受本校學務處健康及諮商中心（以下簡稱健諮中心）評估為高關懷學生。

（二）轉銜學生：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）評估會議：用以評估本校高關懷學生離校後是否仍有持續輔導需求之會議。

（四）轉銜會議：針對轉銜學生之個案資料進行交流與討論之會議。

三、健諮中心與教務處註冊組（以下簡稱註冊組）應協助檢核高關懷學生的學籍狀況，於其畢業一個月前召開評估會議，評估是否列為轉銜學生。尚未畢業之高關懷學生，因其他原因提前離校或未按時註冊者，註冊組配合提供名單給健諮中心，應於離校後一個月內召開評估會議。

前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主責輔導人員、健諮中心主任、專（兼）任輔導老師、學務處及教務處人員；必要時，得邀請導師、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、本校健諮中心將經評估會議決議列為轉銜學生之基本資料，上傳至通報系統，於學生離校後，持續追蹤六個月。追蹤期限內確定其進入下一間學校就讀時，於通報系統通知該就讀學校進行轉銜輔導及服務；追蹤屆滿六個月，學生仍未就學者，於通報系統通知教育部，列冊管理。

五、學生入學後，註冊組協助提供入學學生名單，交由健諮中心於入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，由健諮中心列入個案管理，經評估有必要者，得通知學

生原就讀學校進行輔導資料轉銜，並得視情況需要召開轉銜會議，邀請學生原就讀學校之主責輔導人員出席。

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，經教育部同意。
- (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。

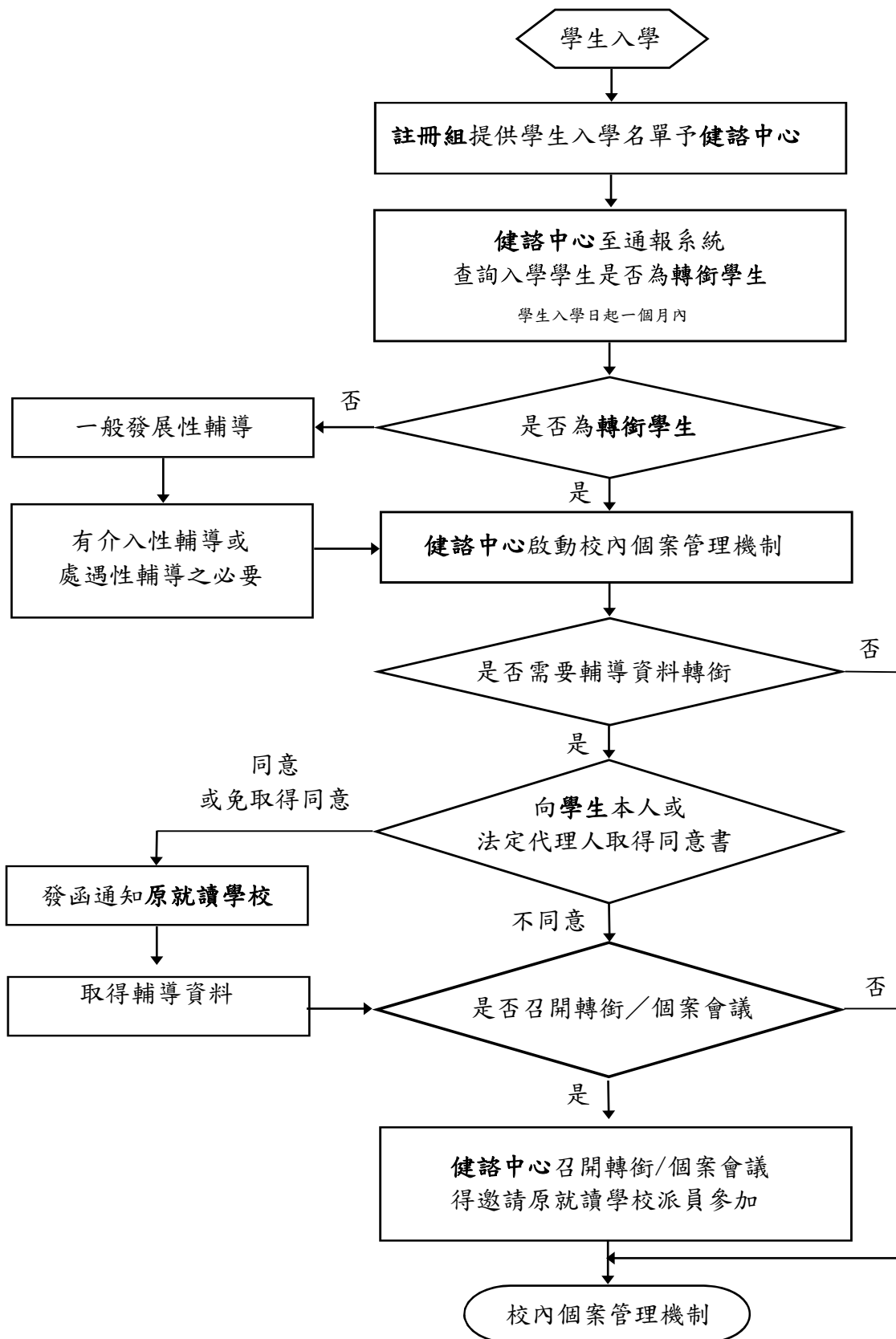
六、當發現非屬轉銜學生之入學學生，經健諮中心評估有進行介入性輔導或處遇性輔導之必要者，得視情況請求學生原就讀學校依前條所定程序，提供必要之輔導資料，或請求原就讀學校指派主責輔導人員或專業輔導人員至本校出席轉銜會議，必要時，差旅費得由本校支付。

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。

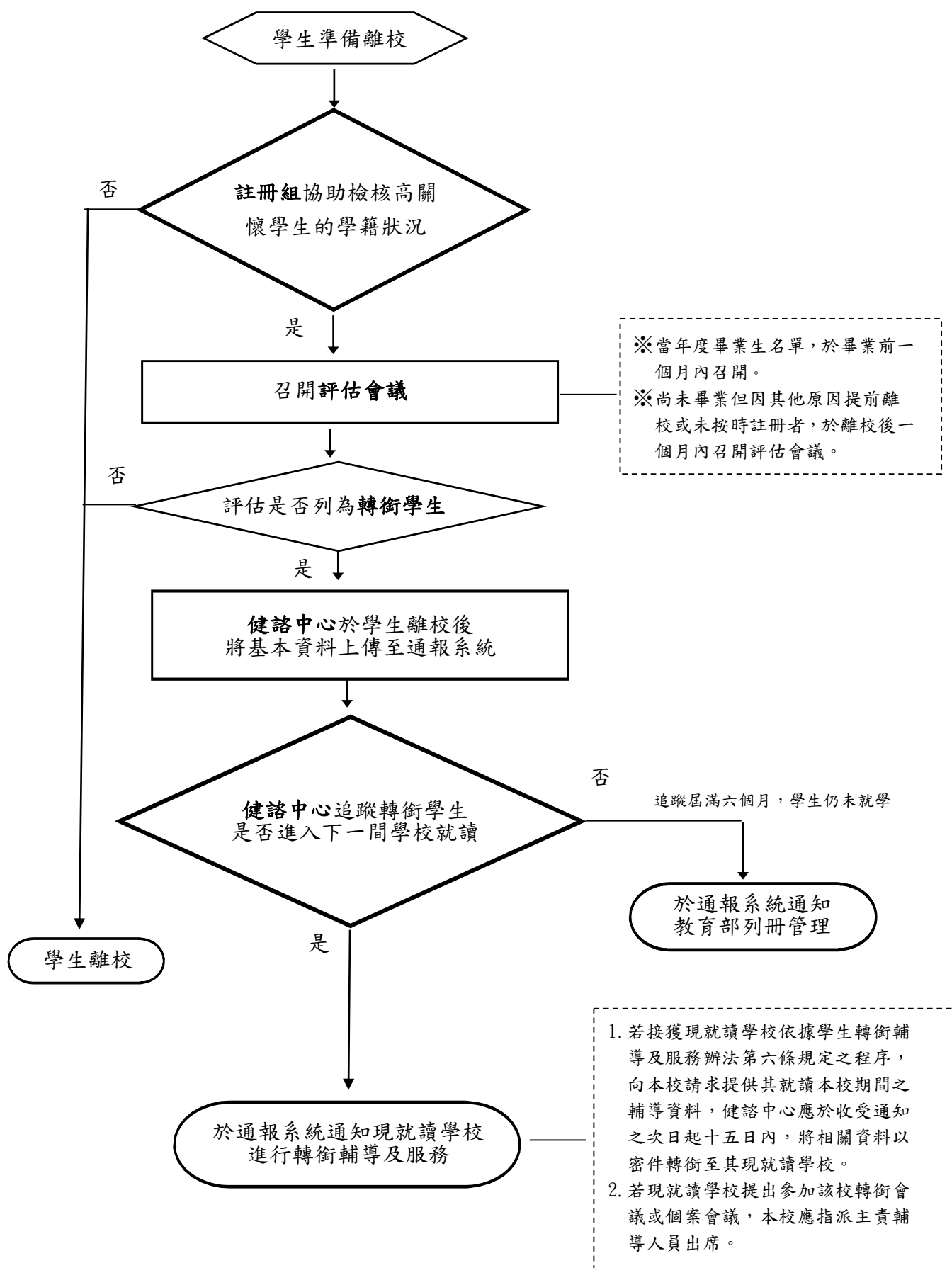
八、接獲他校請求提供學生就讀本校期間之輔導資料，健諮中心應於收受通知之次日起十五日內，將相關資料以公文密件函覆。為協助轉銜輔導，若接獲他校請求派員出席該校轉銜會議或個案會議，本校應指派主責輔導人員出席。

九、本要點經學生輔導委員會審議通過，陳請校長核定後公布實施，修正時亦同。

# 國立中興大學學生轉銜輔導及服務流程圖(入學)



# 國立中興大學學生轉銜輔導及服務流程圖(離校)



# **National Chung Hsing University Guidelines for Student Transition**

## **Counseling and Services**

Approved in the 2016 School Year 2<sup>nd</sup> Semester Student Counseling Committee on June 16, 2017

1. National Chung Hsing University (hereinafter referred to as "the University") has formulated the "Directives for Student Transition Counseling and Services" (hereinafter referred to as "the Directives ") in accordance with 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 definitions of terms used in the Directives are as follows:
  - (1) High-concerned Student: Refers to a student who has been assessed as high-concerned students by the University's Health and Counseling Center during their enrollment period.
  - (2) Transition Student: A student who is listed as students in need of ongoing counseling in the Student Transition Counseling and Services Reporting System of the Ministry of Education (hereinafter referred to as the Reporting System) at the time of enrollment, or who is considered by the University's Assessment Meeting as a student in need of ongoing counseling even after leaving the University.
  - (3) Assessment Meeting: A meeting held to assess whether high-concerned students still have an ongoing counseling needs after leaving the University.
  - (4) Transition Meeting: A meeting held to exchange and discuss case data for transition students.
3. The Health and Counseling Center and Registrar Section, Office of Academic Affairs (hereinafter referred to as the Registrar Section) shall assist in checking the enrollment status of high-concerned students. A meeting shall be convened to determine whether a high-concerned student should be listed as a transition student one month before they graduate. For a high-concerned student who does not graduate within their original time frame leaves the University due to other reasons, or has failed to register on time, the Registrar Section shall provide a list to the Health and Counseling Center, and an assessment meeting shall be convened within one month after them leaving school. The assessment meeting in the preceding paragraph shall be chaired by the President or a representative designated by the President, and other members shall include at least the primary counselor, the Director of the Health and Counseling Center, full-time or part-time counseling teachers, personnel from the Office of Student Affairs and the Office of Academic Affairs. If necessary, mentors, students' parents, guardians, or other legal representatives (hereinafter referred to as the "legal representatives"), personnel from external resource networks, professional counseling personnel, and other scholars and experts may be invited to attend.
4. After a student is evaluated to be a transition student in an assessment meeting, the University's Health and Counseling Center shall upload their basic data to the Reporting System, and continue to follow up on them for six months after leaving the University. When the student is confirmed to have enrolled in

another school during the follow-up period, 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. After students are enrolled, the Registrar Section shall assist in providing the list of enrolled students, and the Health and Counseling Center shall inquire whether enrolled students are transition students within one month from the enrollment date through the Reporting System.

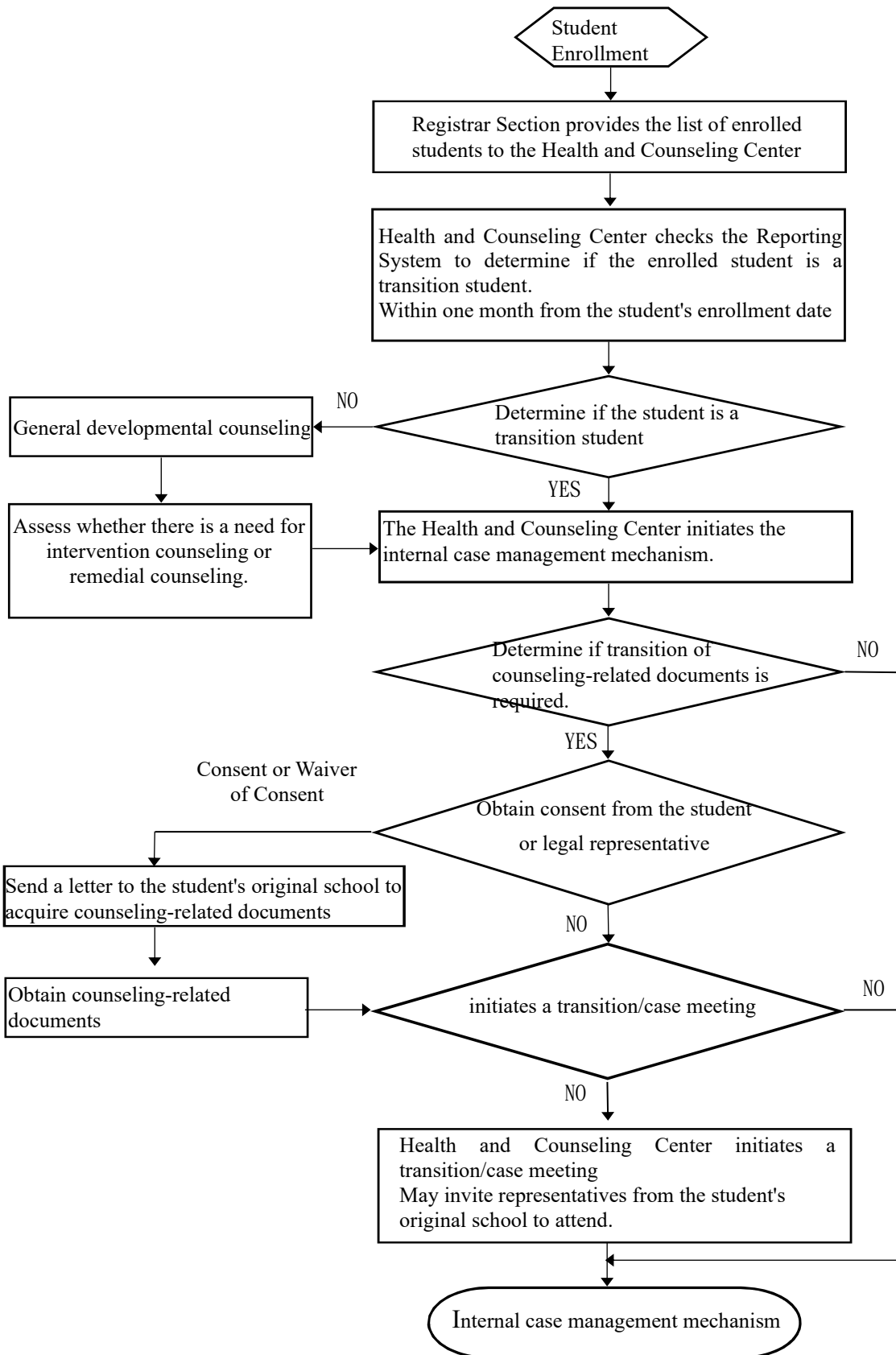
For confirmed transition students, the Health and Counseling Center shall manage the cases. If deemed necessary after assessment, the Center may notify and request the student's original school to provide counseling-related documents and convene a transition meeting if necessary. The Center may also invite the student's primary counselor at their original school to attend the transition meeting.

The transition of counseling-related documents shall be subject to the consent of the student or their legal representative. However, this requirement 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) Necessary for protecting the life, body, or health of students.
- (4) In accordance with other legal regulations.

6. If a student is not deemed a transition student at the time of enrollment but is assessed by the Health and Counseling Center as in need of 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 the primary counselor or a professional counselor to attend the transition 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. The Health and Counseling 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. The Directives shall be reviewed and approved by the Student Counseling Committee, submitted to the President for final approval, and then publicly implemented. Any amendments thereto shall be subject to the same procedure.

# National Chung Hsing University Student Transition Counseling and Service Flowchart (Enrollment)



## National Chung Hsing University Student Transition Counseling and Service Flowchart (Departure)

