

**長榮大學學生轉銜輔導及服務辦法**  
**Chang Jung Christian University Student Guidance and Service Referral Measure**

107.03.15 106 學年度第 2 學期第 1 次行政會議修訂通過

108.07.04 107 學年度第 5 次行政會議修訂通過

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第一條 長榮大學（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「教育部學生轉銜輔導及服務辦法」之規定，訂定長榮大學學生轉銜輔導及服務辦法（以下簡稱本辦法）。

Article I To provide comprehensive and connected guidance and service referral for uninterrupted student guidance during their education, Chang Jung Christian University (hereinafter referred to as the University) has formulated the Chang Jung Christian University Student Guidance and Service Referral Measure (hereinafter referred to as the Measure) in accordance with the Ministry of Education's Student Guidance and Service Referral Measures.

第二條 本辦法用詞定義，依據教育部學生轉銜輔導及服務辦法之定義如下：

Article II. The terms in this Measure are defined in accordance with the Ministry of Education's Student Guidance and Service Referral Measures:

- 一、高關懷學生：指在本校就學期間曾接受本校諮商中心介入性輔導或處遇性輔導之學生。
- 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。
  1. High-risk students: Refer to students who have received intervention guidance or remedial guidance from the University's Counseling Center during their study at the University.
  2. Referral students: Admitted students who are identified as needing ongoing guidance in the Ministry of Education's guidance and service referral notification system (hereinafter referred to as the Notification System), or who have been assessed by the University's evaluation meeting as needing continuing guidance after leaving school.
  3. Evaluation meeting: A meeting for evaluating whether a student needs continuing guidance after leaving school.
  4. Referral meeting: A meeting for exchanging and discussing case information of referred students.

第三條 本校諮商中心運用教務處註冊課務組提供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。

Article III. Using the list of graduating students in the current school year provided by the Registration and Curriculum Section of the Office of Academic Affairs, the University's Counseling Center identifies high-risk students and convenes an evaluation meeting one month before graduation to evaluate whether to classify them as referral students.

學生未於正常修業年限畢業或未畢業而因其它原因提前離校者，註冊課務組應提供名單給諮商中心，於離校後一個月內，召開評估會議，評估是否列為轉銜學生；未按時註冊之學生，註冊課務組應於註冊截止後提供名單給諮商中心，於開學後一個月內，

召開評估會議，評估是否列為轉銜學生。

The Registration and Curriculum Section shall provide the Counseling Center with a list of students who fail to graduate within the normal period of study or who leave school prematurely without graduating for other reasons. The Counseling Center shall convene an evaluation meeting within one month after the students have left school to evaluate whether to classify them as referral students. The Registration and Curriculum Section shall provide a list of students who failed to register by the registration deadline. The Counseling Center shall convene an evaluation meeting within one month after school begins to evaluate whether to classify them as referral students.

前兩項評估會議成員由學生事務長、諮商中心主任、主責輔導人員組成，由學生事務長擔任主席；必要時，得邀請導師、學生家長、監護人或其他法定代理人、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。

The evaluating meeting in the two preceding paragraphs shall comprise the Dean of Student Affairs, the Director of the Counseling Center, and the primary counselor. The meeting shall be chaired by the Dean of Student Affairs. Advisors, parents, guardians or other legal agents, off-campus resource network personnel, professional counselors and other scholars and experts may be invited to attend the meeting if necessary.

第四條 經評估會議評估為轉銜學生者，諮商中心應於學生離校後，將其基本資料上傳至通報系統，並持續追蹤六個月。當確認其進入下一間學校就讀時，應於通報系統通知現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，應由學生事務長召開結案會議後，於通報系統通知教育部，列冊管理。

Article IV. The Counseling Center shall upload the basic information of students assessed for referral by the evaluation meeting to the Notification System after the students have left school and continue to follow-up for 6 months. If it is verified that a student has been admitted to another school, that school shall be notified for guidance and service referral through the Notification System. For students who have not return to school after the 6 months of follow-up period, the Dean of Student Affairs shall convene a case termination meeting and thereafter notify the Ministry of Education for records and management through the Notification System.

第五條 註冊課務組應主動於學生入學後提供學生名單，交由諮商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。

Article V. The Registration and Curriculum Section shall take the initiative to provide a list of students after enrollment to the Counseling Center. The Counseling Center shall refer to the Notification System within one month of enrollment to check for referral students among the enrolled students.

確認為轉銜學生者，由諮商中心啟動校內個案管理機制，評估若有必要得通知學生原就讀學校進行輔導資料轉銜，並得視情況召開轉銜會議，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。

The Counseling Center shall initiate including students who are verified as referral students into the University's case management mechanism. If necessary, the previous school attended by the student shall be notified for transfer of guidance information. A referral meeting may be convened as needed, and the primary counselor in the previous school may be invited to attend the referral meeting. If necessary, travel expenses shall be paid by the University.

依據學生轉銜輔導及服務辦法規定，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：

In accordance with student guidance and service referral regulations, a letter of consent from

the student or his or her legal representative must be obtained for the transfer of guidance information, with the exception of one of the following situations:

- 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、依其它法規規定。

1. The student or his or her legal representative initiates request for the guidance referral.
2. Consent is given by the competent authority of the school to safeguard public interest.
3. To protect the life, body or health of the student.
4. As stipulated by other regulations.

第六條 當發現非屬轉銜學生之入學學生，經諮商中心評估有介入性輔導或處遇性輔導之必要者，得視情況需要請求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輔導教師或專業輔導人員至本校參加個案會議，必要時，差旅費由本校支付。

Article VI. Enrolled students who are not identified as referral students but who are evaluated by the Counseling Center as needing intervention guidance or remedial guidance may have their guidance information requested from their previous school in accordance with the procedures set out in the previous Article, if needed. Request may also be made of the previous school to assign a teacher advisor or professional guidance counselor to participate in case meetings at the University. If necessary, travel expenses shall be paid by the University.

第七條 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，不得洩漏或公開。

Article VII. Guidance referral and service personnel who obtained confidential or private information and generate or hold such documents through the course of their duty shall maintain confidentiality and shall not leak or disclose the information.

第八條 依據教育部學生轉銜輔導及服務辦法規定之程序，接獲他校請求提供學生就讀本校期間之輔導資料，諮商中心應於收受通知之次日起十五日內，將相關資料以密件轉銜至其現就讀學校。

為協助轉銜輔導，若現就讀學校提出派員參加該校轉銜會議或個案會議之需求，本校應指派主責輔導人員出席。

Article VIII. According to the procedures stipulated by the Ministry of Education's Student Guidance and Service Referral Measures, the Counseling Center shall transfer via confidential document relevant student guidance information during his or her study at the University to the current school of the student within 15 days of receiving request notification from that school.

To facilitate guidance referral, if the current school of the student requests participation in its referral meeting or case meeting, the University shall dispatch the primary counselor to attend.

第九條 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。

Article IX. The guidance and service referral for students with physical and mental disabilities shall be handled in accordance with the Ministry of Education's guidance and service referral regulations for students with physical and mental disabilities at various levels of education. However, other regulations, if any, shall prevail.

第十條 本辦法經行政會議審議通過，陳請校長核定後公布實施，修正時亦同。

Article X. This Measure is issued and implemented upon review and approval by the Administrative Meeting, and subsequent approval by the University President; the same shall apply to any amendments.