# National Yang Ming Chiao Tung University
# Mental Health and Counseling Center
# Individual Counseling Service Regulations and Agreement

## I. Confidentiality:

The Mental Health and Counseling Center will handle and manage your documents based on the Student Guidance and Counseling Act, Psychologists Act, and Personal Information Protection Act. The following four conditions will be exceptions. The necessary objects will be disclosed adequately after the whole explanation to you.

1. When you are in the condition of imminent and evident danger to your life or others' life, freedom, property, and safety.
2. When your life and safety are under the threat of others.
3. When you need to be transferred to other medical institutions or collectively assisted by professionals.
4. When the situation is concerned with legal liability, such as the Children and Youth Welfare and Rights Act, Domestic Violence Protection Act, Sexual Assault Crime Prevention Act, Gender Equity Education Act, Suicide Prevention Act, and Child, Youth Sexual Exploitation Prevention Act and Stalking and Harassment Prevention Act.

## II. Session Time:

Every session is 50 minutes, once a week. The exceptional cases should be dealt with separately.

The counseling resources of the center are limited. Therefore,

(1) The faculty in service (Leave without pay excluded) will have at most 6 counseling sessions in one year. (From January 1st to December 31st every year.)

(2) The students will have at most 8 counseling sessions in a term and at most 8 extensions. The director or the deputy should approve the extensions after the psychologists make the written applications. The exceptional cases should be dealt with separately.

## III. Leave of Absence:

Please call, email, or inform the center in person for a leave of absence. To cherish the counseling resources and value the counseling promise, the counseling term will be canceled after 2 absences without leave, 2 consecutive leaves, or over 3 leaves. Besides, the leaves will also be included in the counseling times.

Center Tel: Chiao Tung Campus: (03)571-2121, ext. 51303; Yang Ming Campus: (02)2826-7000, ext.62280.

## IV. Sound Recording Agreement:

To solve your problems more effectively, the psychologist may ask for a sound recording. But you have the absolute right to refuse it.

## V. Faithfulness:

You can seek other psychologists' opinions but only talk to one psychologist during one term.

## VI. Termination of Consultation:

You have the right to terminate the consultation. Please discuss this with your psychologist before closing the consultation.

### VII. Transfer Agreement:

To help you solve the problem more effectively, the psychologist may transfer you to other more suitable psychologists after asking for your permission. All of your counseling documents will also be transferred at the same time. Your request for a transfer has to be approved by the psychologist.

Note: Please consult your psychologist if you have any questions or opinions concerning the above information.

Personal Information Statement

For the purpose of “counseling and guidance,” National Yang Ming Chiao Tung University Mental Health and Counseling Center will have to collect personal information including “name, gender, birth date, national ID card number, department, position, identity, telephone number, address, emergency contact person, relationship, and his/her telephone number and email address” for the management of counseling documents, arrangement of counseling schedule, statistic analyses, and necessary contact. Besides, based on your counseling needs, we may ask for personal information about your family status, social condition, human relationship, and mental/physical/life situation before evaluating your mental status according to the counseling result. The center will keep your evaluation results by law and provide regular or irregular individual counseling according to your needs or contact you via the contact methods when necessary. You have the right to ask for checkups, reading, supplements, and corrections, for the provision of the copy, for stopping collection, handling, and use, and for deleting personal information by law. The center will not reject your requests except for the legal regulations (such as Psychologists Act and Personal Information Protection Act). Your counseling documents will be deleted entirely ten years after the counseling ends based on the Psychologists Act. If you have any further questions, please contact the case manager of the center (Chiao Tung Campus, ext. 51318, Yang Ming Campus, ext.62026). The incomplete information may affect the counseling schedule arrangement and further counseling operation.

1. I have carefully read the above statement. I also have the chance to inquire about the unclear part. I agree to accept the counseling service.
2. I understand that counseling is voluntary and that I can end the counseling anytime after informing my psychologist.

Please sign your name and date, which indicates that you have clearly understood and agreed to the above content!

Signature:

Date: Year Month Day