

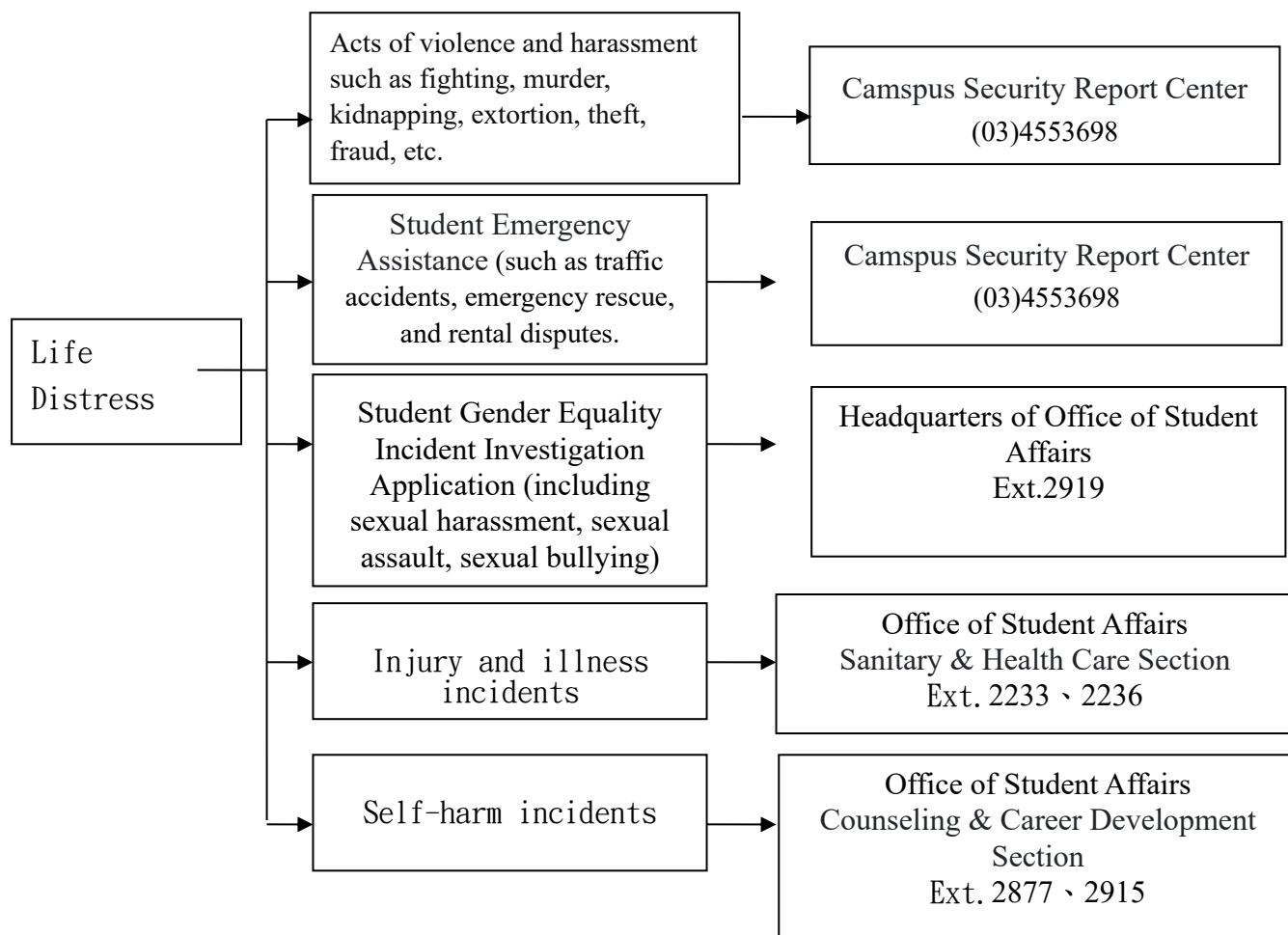
112-2 Mentor Guidance Handbook

Table of Contents

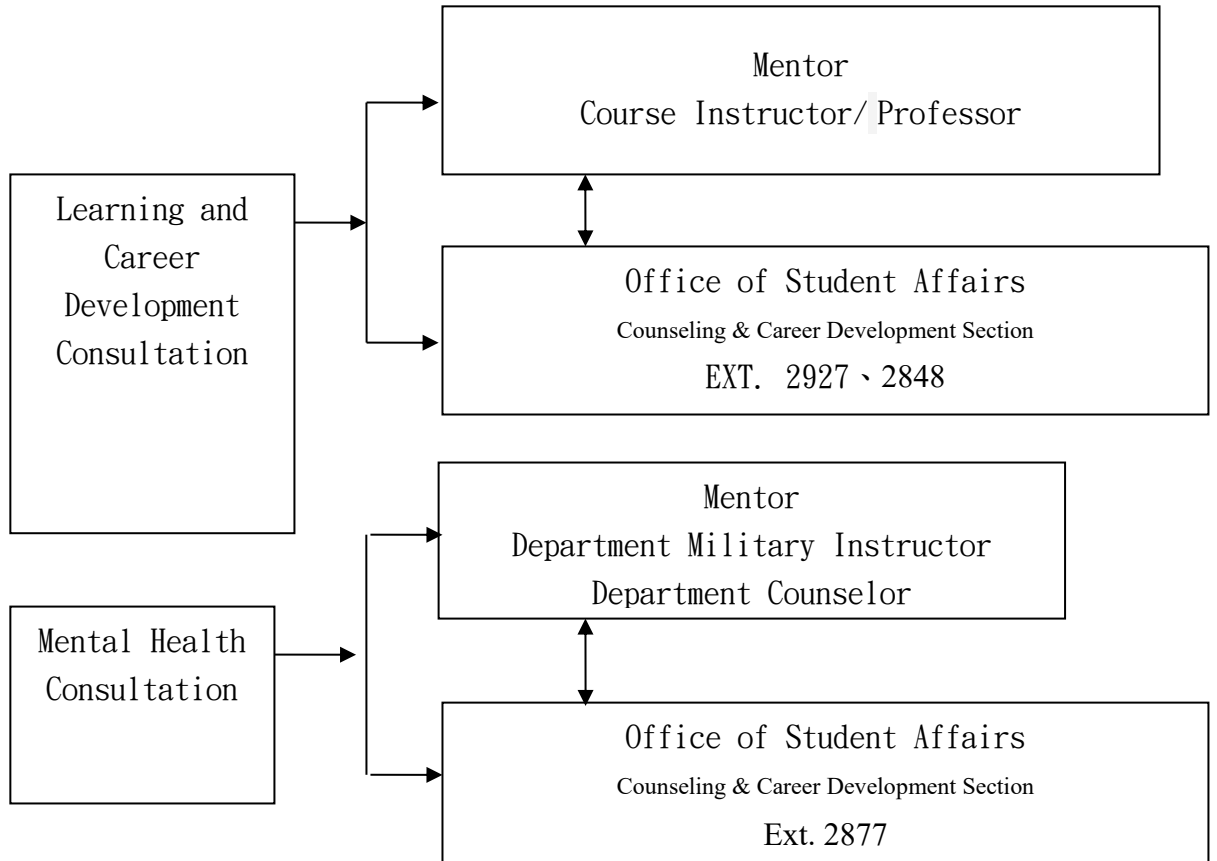
- **Emergency Assistance System of Yuan Ze University 3**
- **Yuan Ze University Student Counseling and Consultation System..... 4**
- **Yuan Ze University Faculty and Student Accident Handling Procedure 5**
- **Guidelines for Referral..... 6**
- **Introduction to Various Sections of the Office of Student Affairs..... 8**

Emergency Assistance System of Yuan Ze University

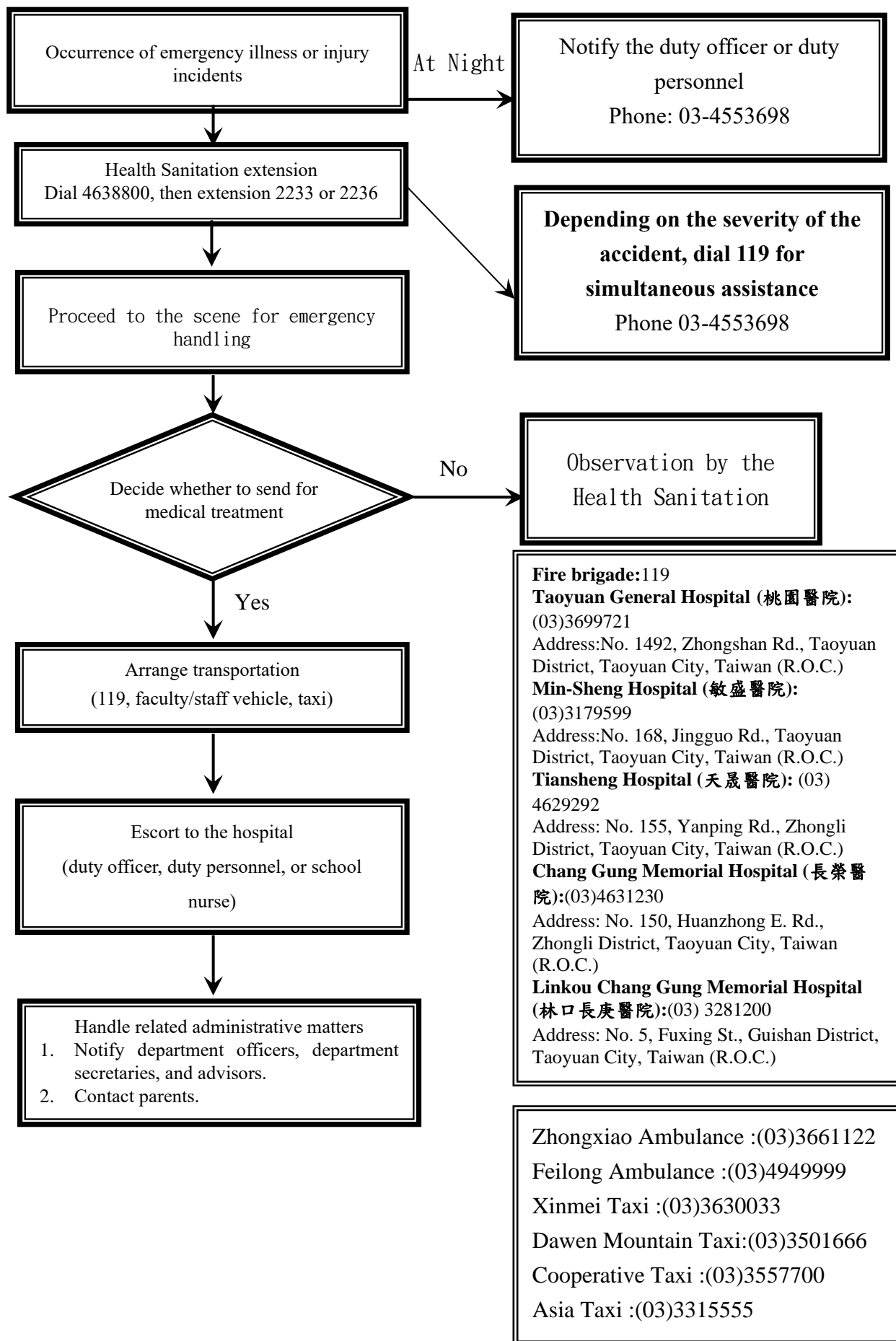
For emergency incidents, please dial directly to the Campus Security Report Center: 03-4553698.



Yuan Ze University Student Counseling and Consultation System



Yuan Ze University Faculty and Student Accident Handling Procedure (Managed by: Student Affairs Office Health and Hygiene Group)



Guidelines for Referral

Counseling and Career Development Section of the Office of Academic Affairs at Yuan-Ze University

1. What is Referral?

When students encounter difficulties in their psychological, learning, or career aspects, after discussing with them, you believe that intervention from psychological counseling resources can more effectively help them alleviate their troubles. With the consent of the students involved, they are referred into the counseling system. This is what we call 'Referral'."

Psychological counseling is a journey that helps individuals better understand themselves and promotes personal growth. Counselors accompany students in addressing their emotions and challenges, engaging in collaborative discussions to determine the focus and depth of their work together. Through counseling, students gain insight into themselves, navigate life's challenges, and improve their ability to adapt to their surroundings.

2. When is Referral Needed?

Referral is necessary when a student displays the following signs, which may indicate underlying issues:

- (1) Expressing thoughts of suicide in conversation or on social media.
- (2) Suffering from prolonged emotional distress, including self-harm tendencies.
- (3) Facing crises such as domestic violence, intimate partner violence, or gender-related incidents like sexual harassment, sexual assault, bullying, or stalking.
- (4) Severe psychological distress or suspected mental health conditions such as depression, anxiety disorders, schizophrenia, or panic disorders.
- (5) Recent significant emotional or behavioral changes (abnormal behavior).
- (6) Facing recent traumatic or distressing events (e.g., breakup, loss of a loved one).
- (7) A history of frequent substance use or alcohol consumption.
- (8) Feeling uncertain about career direction.
- (9) A noticeable decline in academic performance.
- (10) Social isolation or withdrawal causing peer distress.

3. How to Make a Referral?

- (1) After filling out the referral form in the Mentor Care System, submit it and contact either Ms. Peng (ext. 2916) or Mr. Tu (ext. 2845), the counselors.
- (2) Send an email to the mailbox "wecare@saturn.yzu.edu.tw." The Counseling and Career Development Section is located in Room 8302 on the 3rd floor of the Student Activity Center.

College/Department	Supervisor/Counseling Psychologist
College of Management	Supervisor: Yuhsuan, Chang
College of Engineering	Departmental Counselor: Chi-hao, LIN
College of Informatics	Departmental Counselor: Hui-Ru, Wu
College of Management	Departmental Counselor: Wan-Jung, Chen
College of Humanities and Social Sciences	Departmental Counselor: Shu-Ping, Wu (Head of Case Management)
College of Electrical and Communication Engineering	Departmental Counselor: Hung-An, Tu
Graduate Institute of Medicine / Nursing, and English program in all Department	Departmental Counselor: Ying-Tong, Guo
International and Students (across all departments)	Counselor for international students: Hsin-Yi, Peng

※The case management counseling psychologist for international students is Hsin-Yi Peng (ext. 2916), and the second counseling psychologist for international students is Ying-Tung Guo (ext. 2843).

4. Referral of High-Risk Students

In the case of emergencies such as suicide, self-harm, harming others, violent incidents, severe conflicts, criminal issues, significant accidents, and other emergencies, please directly call the 24-hour duty line at 03-4553698 for the Military Training Office. Instructors will handle crisis management, follow proper reporting procedures, and refer the case to the Counseling and Career Section of the Office of Academic Affairs, and relevant departments.

Introduction to Various Sections of the Office of Student Affairs

Section	Extension	Location	Scope of Work
Headquarters of Office of Student Affairs	2238 2919 2921	Student Activities Center 3 rd floor 8304R	<ul style="list-style-type: none"> ✳ Student Appeal ✳ Student Gender Equality Incident Investigation Application ✳ Coordinate YZU Commencement, Freshman Orientation, Parents Day and other related matters.
Counseling & Career Development Section	2235 2877 2842 2843 2845 2847 2848 2849 2850 2916 2927	Student Activities Center 3 rd floor 8302R	<ul style="list-style-type: none"> ✳ Counseling and Career Guidance (including individual counseling, group counseling, psychological testing, career counseling, etc.). ✳ Promoting mentorship work. ✳ Counseling work for departmental students. ✳ Counseling work for freshmen adaptation and caring. ✳ Accepting and implementing class counseling applications. ✳ Organizing "Boost Your Spirit" series activities and mental health promotion activities (for one week) ✳ Organizing gender equality promotion activities. ✳ Organizing campus recruitment series events, career lectures. ✳ Promoting campus life education, referring corporate resources, and career counseling. ✳ Organizing Inspirational Lectures, GMATS Program - International Employment Talent Sustainable Training Course. ✳ Training and supervising counseling volunteers to assist in promoting mental health and career counseling activities.
Resource & Support Center	2923 2878 2913	Student Activities Center 3 rd floor 8303R	<ul style="list-style-type: none"> ✳ Development of special education programs, identification application, and related needs services. ✳ Assistance with the living adaptation and academic needs of students with disabilities in various departments. ✳ Application for equipment resources and related subsidies for students with disabilities.
Extracurricular Activities Section	2925 2232 2241 2247 2911	Student Activities Center 3 rd floor 8301R	<ul style="list-style-type: none"> ✳ Accepting the establishment, suspension, reorganization, and dissolution of clubs. ✳ Providing guidance on various club activities and assisting in solving related problems. ✳ Accepting applications from club instructors, activities, and funding. ✳ Planning and managing club evaluation. ✳ Promoting and conducting the five education transcripts. ✳ Accepting applications for rewards and punishments for clubs, various medals, and club scholarships ✳ Conducting training for club cadres across the entire school. ✳ Maintaining club activity venues and planning for the procurement of club equipment. ✳ Service-learning.

Section	Extension	Location	Scope of Work
Life Guidance Section	2929 2926 2240 2917 2237 2249	Student Activities Center 2 nd floor 8203R	<ul style="list-style-type: none"> * Student loan and exemption for tuition/ miscellaneous fees * Financial aid for socially vulnerable (or underprivileged) student * YZU founder Yu-Ziang Hsu scholarships * Financial aid (diligent and underprivileged student) * Part-time job stipend * Rental allowances (low-income household) * Exemption for tuition/ miscellaneous fees (Executive Yuan) * Sponsorship project for underprivileged student (Ministry of Education Higher Education Sprout Project) * Emergency financial aid (Ministry of Education) * Relief Allowances * Scholarship (off-campus) * Character education * Absence application (Student) * Providing life counseling services for students from mainland China. * Student Awards * Law-related education and copyright protection * Prevention of drug abuse * Prevention of bullying and harassment * Class president workshop & class officers' data collection * Off-campus competition subsidy * Training and supervision for volunteer group (Life Guidance) * Group insurance for students with on-campus part-time job (Ministry of Education) * Lost and Found. * Traveling grant for underprivileged students
Sanitary & Health Care Section	2233 2236 2234 2920	Male Dormitory 2, 1 st Floor	<ul style="list-style-type: none"> * Emergency illness and injury rescue, medical treatment, consolation visits, and management and tracking of special diseases. * Medical outpatient services, trauma treatment, health and hygiene consultation. Preventive vaccinations, infectious disease control, health examinations, correction of deficiencies, and tracking, counseling, and referral services. * Hygiene inspections, supervision, and guidance for all school cafeterias. * Supervision of cafeteria implementation of ingredient registration. * Handling of food safety incidents and customer complaint issues. * Health education promotion for new student orientation. * Student group personal accident insurance, outdoor teaching travel insurance, and claims processing services.

Section	Extension	Location	Scope of Work
			<ul style="list-style-type: none"> * Promotion of hygiene education and healthy living for all school faculty, staff, and students, and organization of health promotion activities. * Provision of blood pressure monitors, weight scales, health education promotion, and medical equipment borrowing. * Planning and execution of first aid education and training and development of first aid seeds. * Training and supervision of health and hygiene volunteers, assisting in promoting various health promotion, first aid training, and hygiene education and community service activities. * On-campus doctor consultations.
Student Housing Service Section	2865 2867 2868 2869 2880	Male Dormitory 1, Area C, 1F	<ul style="list-style-type: none"> * Dormitory bed allocation management. * Simple maintenance of dormitory equipment. * On-campus supplier recruitment and coaching. * Convene the on-campus business guidance committee. * Vending machine service. * Life coaching for dormitory students. * Assist with nighttime emergencies. * Maintain order in the dormitory. * Counseling and training for student dormitory association. * Handle living and learning activities of students in the dormitory.
Indigenous Student Resource Center	2846	Student Activities Center 2 nd floor 8203R	<ul style="list-style-type: none"> * Indigenous scholarship application * Indigenous student life counseling * Implement universal indigenous education to promote indigenous culture * Quality education for indigenous students