

# **114-2 Mentor Guidance Handbook**

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# The Mentor Competency Meeting

## **I. Objective:**

Through professional insights and storytelling, this session aims to enhance mentor-mentee interaction quality and strengthen mentors' influence in student counseling.

## **II. Date & Time:**

March 25, 12:00 PM – 2:00 PM

## **III. Location:**

60312R, Building 6

## **IV. Participants:**

All mentors, instructors, and student affairs colleagues

## **V. Organizer:**

Student Affairs Office –Counseling & Career Development Section

## **VI. Speaker:**

Professor Chen Fei-Juan

## **VII. Topic:**

Social Emotional Learning (SEL)–Supporting Students Through Emotional Awareness and Connection.

11:45-12:05	Check-in
12:05-12:10	Student Affairs Resource Overview Presented by Chief Chen Hsin-Lin, Office of Student Affairs
12:10-12:15	Encouragement President Liao Ching-Jung
12:15-12:20	Award Ceremony for Excellent and Distinguished Mentors Chief Chen Hsin-Lin, Office of Student Affairs
12:20-13:20	Social Emotional Learning (SEL)–Supporting Students Through Emotional Awareness and Connection. Professor Chen Fei-Juan
13:20-13:50	Discussion and Feedback Dean of Student Affairs, Liu Yi-Chun

## Speaker Introduction

### Profile:

Professor Fei-Juan Chen has long been deeply engaged in the fields of psychological counseling and guidance, career education, gender education, and emotional education. She not only possesses a strong academic foundation, but also brings extensive frontline practical experience and school counseling administrative expertise. Over the years, she has actively collaborated with the Ministry of Education and local governments across Taiwan to promote gender equity and student counseling initiatives. She is a dedicated practitioner who integrates academic excellence, practical experience, and a profound commitment to education.

### Education & Experience:

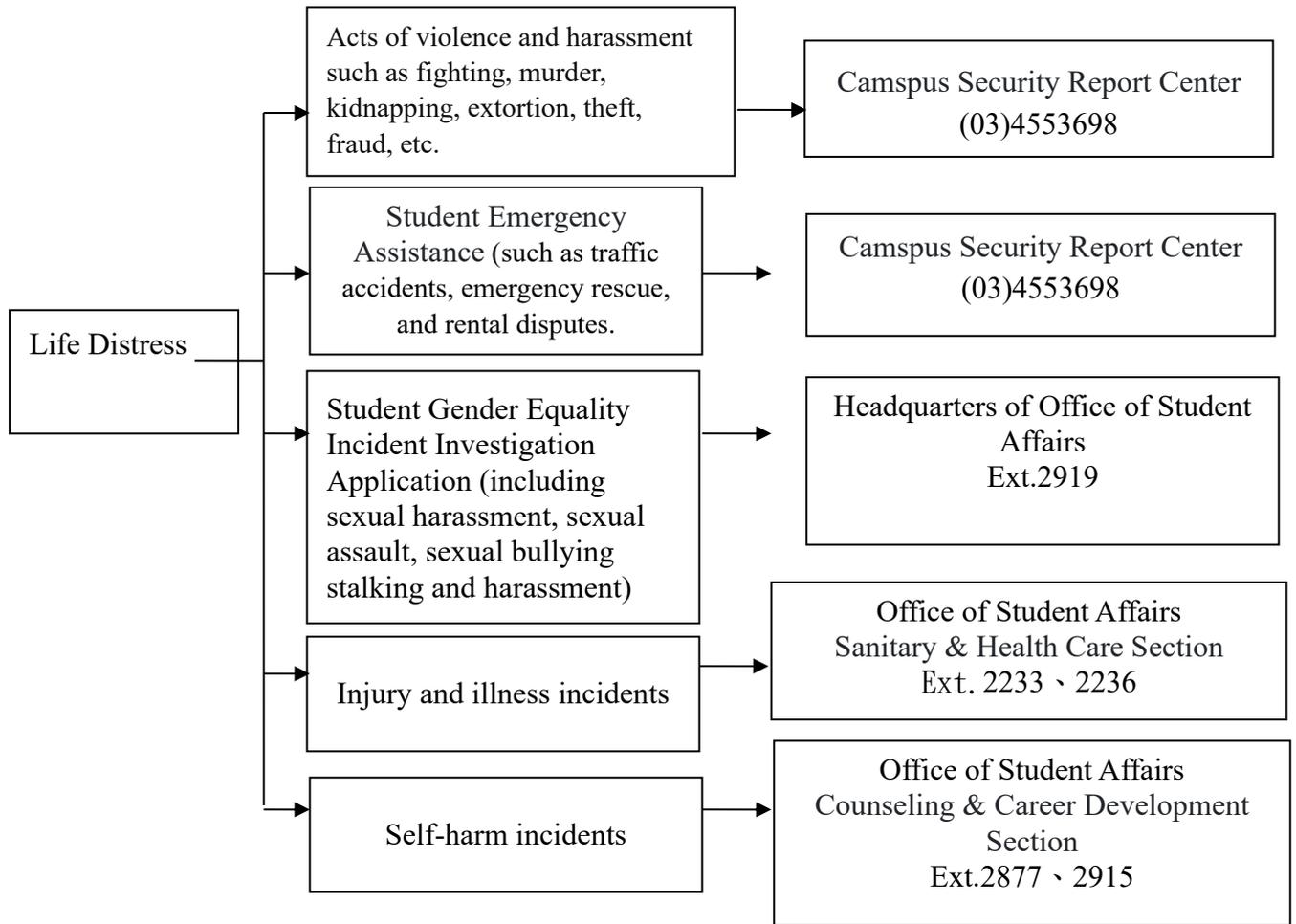
- Professor, Graduate School of Technological and Vocational Education and Teacher Education Center, National Yunlin University of Science and Technology
- Director, Counseling and Guidance Center, National Yunlin University of Science and Technology
- Convener, Central Taiwan Universities Counseling Coordination and Consultation Center (commissioned by the Ministry of Education)
- Member, Gender Equity Education Committee, Ministry of Education (served across multiple terms)
- Associate Secretary-General and Standing Supervisor, Taiwan Guidance and Counseling Association
- Adjunct Counselor / Adjunct Lecturer, Feng Chia University, National Chung Hsing University, and National Yunlin University of Science and Technology

### Special Achievements and Honors

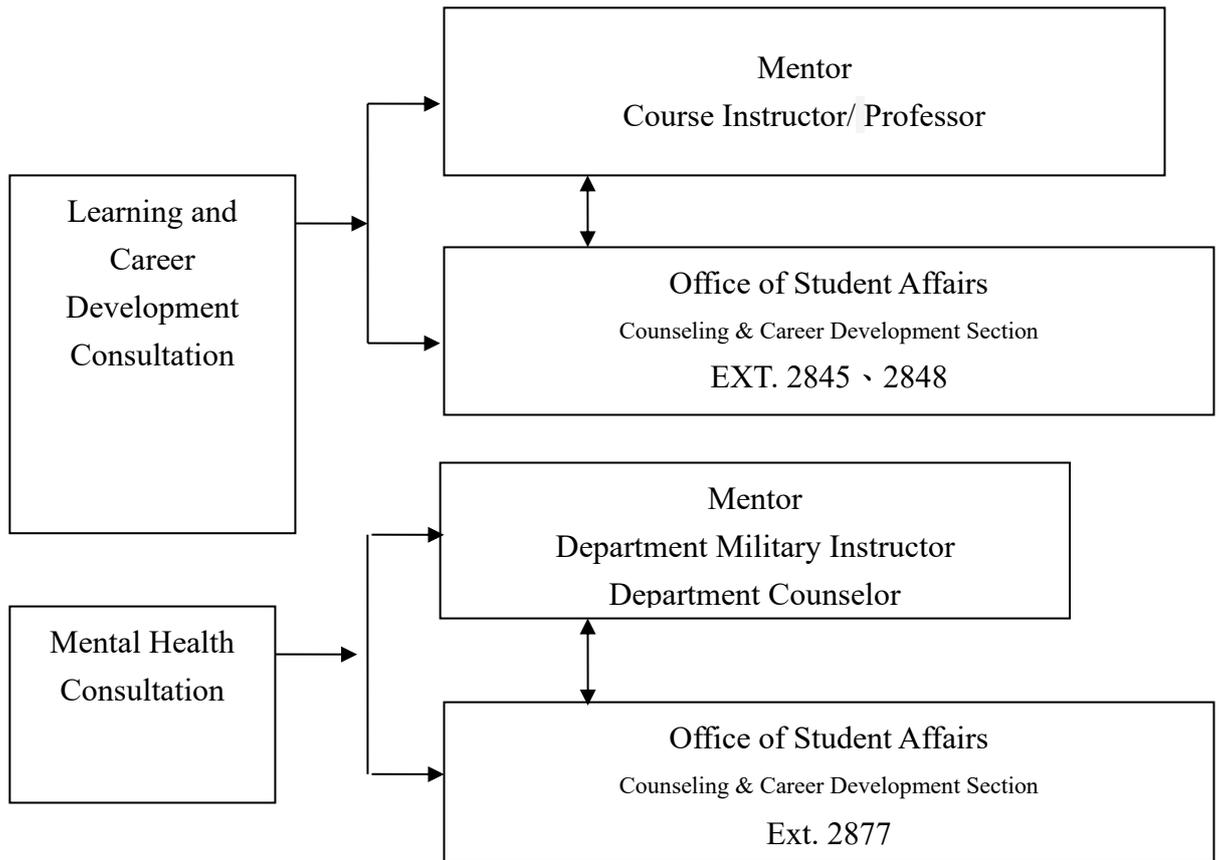
- **Distinguished Alumni Recognition:** Awarded the *Distinguished Alumni in Teaching* (2024) by National Changhua University of Education.
- **Excellence in Counseling Leadership and Service:** Recipient of the Ministry of Education's *Outstanding Student Affairs and Counseling Administrator Award for Friendly Campus* (2020), the *Lide Shuren Award for Senior Directors of Counseling Centers with 12 Years of Service* (2022), and twice honored with the *Special Contribution Award for Student Affairs and Counseling*.
- **Excellence in Teaching:** Repeatedly recognized by National Yunlin University of Science and Technology with honors including *Distinguished Teaching Award*, *Outstanding Teaching Award*, *Outstanding Mentor Award*, *Industry–Academia Collaboration Excellence Award*, and the *YunDuo Award*.

# Emergency Assistance System of Yuan Ze University

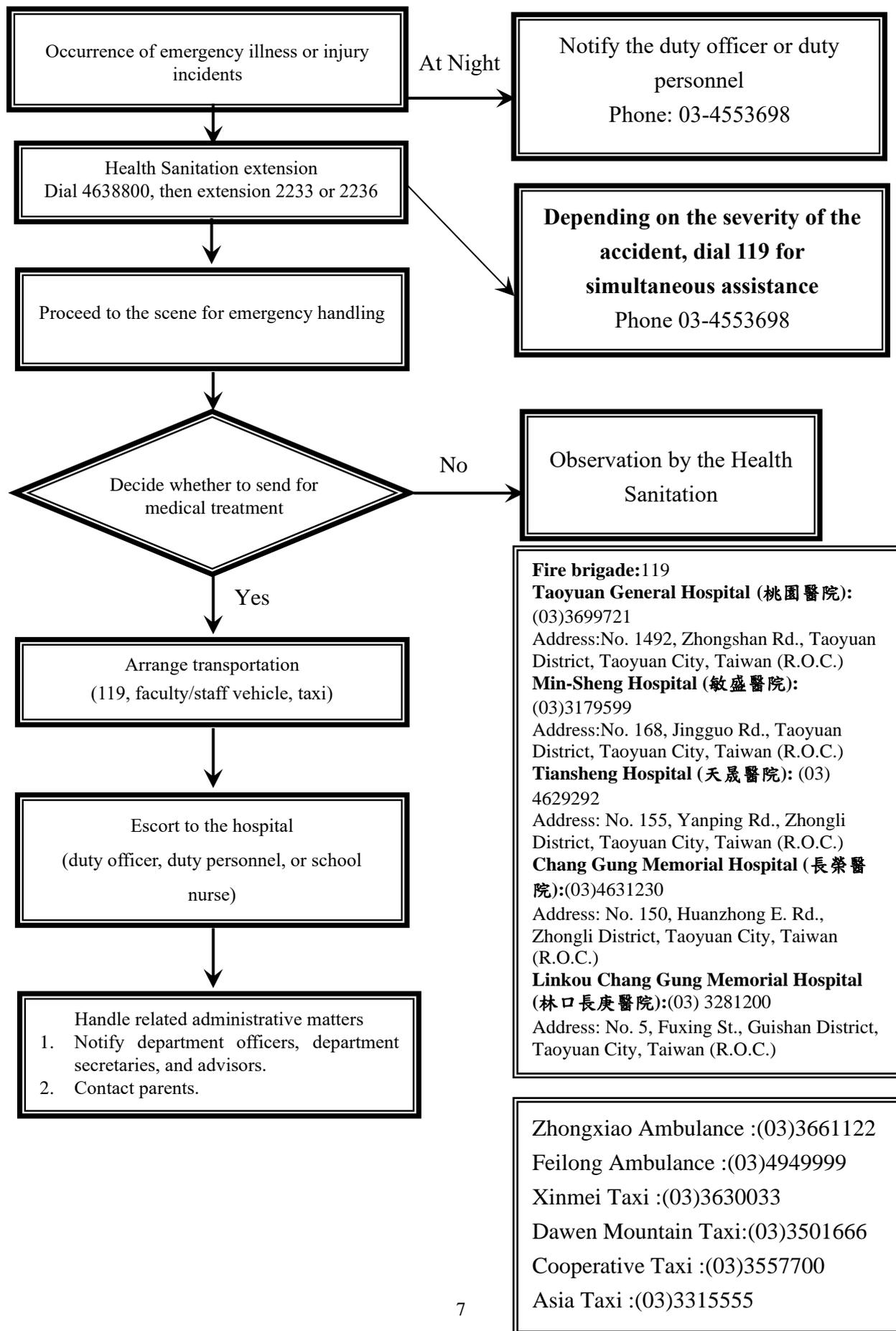
For emergency incidents, please dial directly to the Campus Security Report Center: 03-4553698.



# 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 Ms. Chang (ext. 2916) 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.

<b>College/Department</b>	<b>Supervisor/Counseling Psychologist</b>
College of Management	Supervisor: Hsin-Lin, Chen
College of Engineering	Departmental Counselor: Wei-Ting, Yang
College of Informatics	Departmental Counselor: Hui-Ru, Wu
College of Management	Departmental Counselor: Bella, Huang
College of Humanities and Social Sciences	Departmental Counselor: Rita, Wu (Head of Case Management)
College of Electrical and Communication Engineering	Departmental Counselor: Diane, Hsu
Graduate Institute of Medicine / Nursing, and English program in all Department	Departmental Counselor: Diane, Hsu
International and Students (across all departments)	Counselor for international students: Candice, Chang

※The case management counseling psychologist for international students is Tiffany, Liu (ext. 2842).

#### **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 <sup>rd</sup> floor  8304R	<ul style="list-style-type: none"> <li>✱ Student Appeal</li> <li>✱ The Office of Student Affairs serves as the designated unit for receiving applications or reports regarding gender-related incidents on campus. Within three days of receipt, the submitted evidence and related materials will be forwarded to the Gender Equity Committee for investigation and handling.</li> <li>✱ The office is responsible for coordinating university-level events such as the commencement ceremony, the Freshman Orientation Program (for newly admitted domestic students, overseas Chinese students, and transfer students in undergraduate programs), and the Parent Visit Day.</li> </ul>
Counseling & Career Development Section	2235 2877 2842 2848 2850	Student Activities Center 3 <sup>rd</sup> floor  8302R	<ul style="list-style-type: none"> <li>✱ Counseling and Career Guidance (including individual counseling, group counseling, psychological testing, career counseling, etc.)</li> <li>✱ Promoting mentorship work and Freshman Mentorship System.</li> <li>✱ Counseling work for departmental students.</li> <li>✱ Counseling work for freshmen adaptation and caring.</li> <li>✱ Promote emotional education and gender equality concepts and activities.</li> <li>✱ Promote life education concepts and activities.</li> <li>✱ Accepting and implementing class counseling applications.</li> <li>✱ Organizing "Boost Your Spirit" series activities and mental health promotion activities (for one week)</li> <li>✱ Organizing gender equality promotion activities.</li> <li>✱ Organizing campus recruitment series events, career lectures.</li> <li>✱ Promoting campus life education, referring corporate resources, and career counseling.</li> <li>✱ Organizing Inspirational Lectures, GMATS Program - International Employment Talent Sustainable Training Course.</li> <li>✱ Training and supervising counseling volunteers to assist in promoting mental health and career counseling</li> </ul>

Section	Extension	Location	Scope of Work
			<p>activities.</p> <ul style="list-style-type: none"> <li>✳ Promote the network counseling program where industry mentors guide students.</li> <li>✳ Implement the professional development plan for international students' employment counseling in Taiwan.</li> </ul>
Resource & Support Center	2923 2878 2906 2913	Student Activities Center 3 <sup>rd</sup> floor  8303R	<ul style="list-style-type: none"> <li>✳ Development of special education programs, identification application, and related needs services.</li> <li>✳ Assistance with the living adaptation and academic needs of students with disabilities in various departments.</li> <li>✳ Application for equipment resources and related subsidies for students with disabilities.</li> </ul>
Extracurricular Activities Section	2925 2232 2241 2247 2911	Student Activities Center 3 <sup>rd</sup> floor  8301R	<ul style="list-style-type: none"> <li>✳ Accepting the establishment, suspension, reorganization, and dissolution of clubs.</li> <li>✳ Providing guidance on various club activities and assisting in solving related problems.</li> <li>✳ Accepting applications from club instructors, activities, and funding.</li> <li>✳ Planning and managing club evaluation.</li> <li>✳ Promoting and conducting the five education transcripts.</li> <li>✳ Accepting applications for rewards and punishments for clubs, various medals, and club scholarships</li> <li>✳ Conducting training for club cadres across the entire school.</li> <li>✳ Maintaining club activity venues and planning for the procurement of club equipment.</li> <li>✳ Service-learning.</li> </ul>
Life Guidance Section	2929 2926 2240 2917 2237 2249	Student Activities Center 2 <sup>nd</sup> floor  8203R	<ul style="list-style-type: none"> <li>✳ Student loan and exemption for tuition/ miscellaneous fees.</li> <li>✳ Financial aid for socially vulnerable (or underprivileged) student.</li> <li>✳ YZU founder Yu-Ziang Hsu scholarships</li> <li>✳ Financial aid (diligent and underprivileged student)</li> <li>✳ Part-time job stipend</li> <li>✳ Rental allowances (low-income household)</li> <li>✳ Exemption for tuition/ miscellaneous fees (Plan to narrow the gap between public and private school tuition</li> </ul>

Section	Extension	Location	Scope of Work
			<p>and fees and supporting measures from Executive Yuan)</p> <ul style="list-style-type: none"> <li>✱ Sponsorship project for underprivileged student (Ministry of Education Higher Education Sprout Project)</li> <li>✱ Emergency financial aid (Ministry of Education)</li> <li>✱ Relief Allowances</li> <li>✱ Scholarship (off-campus)</li> <li>✱ Character education, legal education and intellectual property rights promoting.</li> <li>✱ Absence application (Student)</li> <li>✱ Providing life counseling services for students from mainland China.</li> <li>✱ Student Awards</li> <li>✱ Law-related education and copyright protection</li> <li>✱ Prevention of drug abuse</li> <li>✱ Prevention of bullying and harassment</li> <li>✱ Class president workshop &amp; class officers' data collection.</li> <li>✱ Off-campus competition subsidy.</li> <li>✱ Training and supervision for volunteer group (Life Guidance)</li> <li>✱ Group insurance for students with on-campus part-time job (Ministry of Education)</li> <li>✱ Lost and Found</li> <li>✱ Travel grant for supporting economically disadvantaged students.</li> </ul>
Sanitary & Health Care Section	2233 2236 2234 2920 2924	Male Dormitory 2, 1 <sup>st</sup> Floor	<ul style="list-style-type: none"> <li>✱ Emergency medical treatment, injury management, hospital referral, and condolences.</li> <li>✱ Case management and follow-up for special diseases.</li> <li>✱ On-campus medical services, health consultation, and medical advice.</li> <li>✱ Immunization, infectious disease prevention, new student health check-ups, defect correction, follow-up counseling, and referral services.</li> <li>✱ Health education and promotion of healthy living for all faculty, staff, and students.</li> <li>✱ Organizing health promotion activities.</li> <li>✱ Health education and promotion for new students during orientation.</li> </ul>

Section	Extension	Location	Scope of Work
			<ul style="list-style-type: none"> <li>✱ Processing student group accident insurance claims and providing outdoor teaching and travel insurance services.</li> <li>✱ Providing blood pressure monitors, weight scales, and medical equipment for borrowing.</li> <li>✱ Providing smoking cessation education and referral services.</li> <li>✱ Conducting health inspections, supervision, and guidance for campus restaurants.</li> <li>✱ Supervising the proper registration of food ingredients in campus restaurants.</li> <li>✱ Handling food safety incidents and customer complaints.</li> <li>✱ Organizing first aid training and training campus first aid volunteers.</li> <li>✱ Training and supervising health volunteers to assist in promoting health activities, first aid training, health education, and community service activities.</li> </ul>
Student Housing Service Section	2865 2867 2868 2869 2880 2883	Male Dormitory 1, Area C, 1F	<ul style="list-style-type: none"> <li>✱ Dormitory bed allocation management.</li> <li>✱ Simple maintenance of dormitory equipment.</li> <li>✱ On-campus supplier recruitment and coaching.</li> <li>✱ Convene the on-campus business guidance committee.</li> <li>✱ Vending machine service.</li> <li>✱ Life coaching for dormitory students.</li> <li>✱ Assist with nighttime emergencies.</li> <li>✱ Maintain order in the dormitory.</li> <li>✱ Counseling and training for student dormitory association.</li> <li>✱ Handle living and learning activities of students in the dormitory.</li> </ul>
Indigenous Student Resource Center	2846	Student Activities Center 2 <sup>nd</sup> floor  8203R	<ul style="list-style-type: none"> <li>✱ Indigenous scholarship application</li> <li>✱ Indigenous student life counseling</li> <li>✱ Promoting Indigenous Education for All</li> <li>✱ Academic Assistance for Indigenous Students</li> </ul>

# Yuan Ze University Regulations Governing Prevention of Gender-Related Incidents on Campuses

June 5, 2006 Approved at the 2nd University Council Meeting of Academic Year 2005

June 4, 2007 Approved at the 2nd University Council Meeting of Academic Year 2006

December 20, 2010 Approved at the 1st University Council Meeting of Academic Year 2010

November 14, 2012 Approved at the 1st University Council Meeting of Academic Year 2012

May 21, 2025 Approved at the 2nd University Council Meeting of Academic Year 2024

**Article 1** These Regulations are formulated in accordance with the Regulations Governing Prevention of Gender-Related Incidents on Campuses" of the Ministry of Education (hereinafter referred to as "these Regulations").

**Article 2** Definitions of terms used in these Regulations:

- 1. Gender Equality Education:** Refers to education that fosters respect for gender diversity, eliminates gender discrimination, and promotes substantive gender equality.
- 2. School, Teachers, Staff, Workers, and Students:**
  - (1) **School:** Refers to public and private schools at all levels, military schools, preparatory schools, police schools at all levels, and juvenile correctional schools.
  - (2) **Teachers:** Refers to full-time teachers, part-time teachers, substitute teachers, temporary teachers, military instructors, volunteers assisting with teaching, educational interns actually performing teaching duties, internship supervisors at internship sites, and other personnel performing teaching or research duties.
  - (3) **Staff and Workers:** Refers to personnel other than teachers mentioned in the preceding subparagraph, who regularly perform school affairs, volunteers assisting with school affairs, innovative student affairs personnel, and others designated by the central competent authority.

(4) Students: Refers to those with student status, those without student status during academic transition periods, those receiving continuing education, exchange students, educational interns or visiting students, and others designated by the central competent authority.

3. **Campus Gender Equity Incident:** Refers to an incident in which one party is the president, a teacher, staff member, worker, or student, and the other party is a student, and one of the following circumstances applies:

(1) Sexual Assault: Refers to acts of sexual assault crimes as defined by the Sexual Assault Crime Prevention Act.

(2) Sexual Harassment: Refers to acts that meet one of the following conditions and do not reach the level of sexual assault:

A Engaging in unwelcome verbal or behavioral conduct related to sex or gender, explicitly or implicitly, which affects another person's dignity, learning, or opportunities or performance at work.

B Using sex or gender-related conduct as a condition for oneself or others to gain, lose, or diminish rights related to learning or work.

(3) Sexual Bullying: Refers to acts of denigration, attack, or threat against another person's gender characteristics, gender traits, sexual orientation, or gender identity through language, physical actions, or other violence, and which are not sexual harassment.

(4) **President or Faculty/Staff Member Violating Professional Ethics Related to Sex or Gender:** Refers to a president or faculty/staff member who develops an intimate relationship with a minor student, or exploits an unequal power dynamic while engaging in teaching, guidance, training, evaluation, management, counseling, or providing work opportunities for students, thereby forming a relationship involving sex or gender-related interactions that violates professional ethics.

(5) Campus gender equity incidents include those occurring between different schools.

4. **Gender Identity:** Refers to an individual's recognition and acceptance of their self-identified gender.

**Article 3** To prevent campus gender equity incidents, the school shall allocate funds, regularly review the planning and use of campus spaces and facilities, record spaces where gender incidents have

occurred, produce campus space review reports, and draw campus safety maps as needed to facilitate campus space improvements.

The aforementioned review of campus space and facility planning should consider the special needs of students regarding physical and mental functions or language and cultural differences, providing safety planning and explanations that meet their needs; its scope should include dormitories, sanitary facilities, school buses, etc., located within the campus.

The school shall regularly hold campus space safety review briefings, inviting professional space designers, faculty, staff, and students (campus users) to participate. These review briefings may be held electronically, and the review results and related records shall be announced to the public.

**Article 4** The president, faculty, staff, and students shall respect gender diversity and eliminate gender discrimination in the course of on-campus or off-campus teaching, official duties, and interpersonal interactions.

When teachers perform teaching, guidance, training, evaluation, management, counseling, or provide students with work opportunities, they shall not develop relationships in interpersonal interactions that violate professional ethics and gender ethics.

**Article 5** When a student is an intern outside the school and experiences sexual harassment during the internship period, the matter shall be handled in accordance with Article 2, Paragraph 5 of the Gender Equality in Employment Act; if one party to the incident is an internship supervisor at the internship site, these Regulations shall also apply.

The term "internship supervisor at the internship site" as mentioned in the preceding paragraph refers to personnel who teach or provide professional knowledge to students, provide practical training, and guide students in practical operational training.

If the school becomes aware that an intern is a victim of a sexual assault, sexual harassment, or sexual bullying incident, but the incident does not fall within the scope of application of these Regulations, the school may handle the matter in accordance with Article 25, Paragraph 3 of the Gender Equity Education Act.

If the school becomes aware that an intern is a victim of a campus gender equity incident, it shall immediately take effective corrective and remedial measures.

**Article 6** When the president or a faculty/staff member holds an unequal power relationship (e.g., in terms

of status, knowledge, age, physical strength, identity, ethnicity, or resources) while engaging in teaching, guidance, training, evaluation, management, counseling, or providing students with work opportunities, they shall not establish relationships with adult students involving sex- or gender-related interpersonal interactions that are based on sexual behavior or emotional attachment and violate professional ethics.

If the president or a faculty/staff member becomes aware that their relationship with a student may constitute a violation of the professional ethics described in the preceding paragraph, they shall proactively recuse themselves and report the matter to the university or its competent authority for appropriate handling.

**Article 7** The president, faculty, staff, and students shall respect both their own and others' sexual and bodily autonomy, refrain from unwelcome pursuit behaviors, and shall not employ coercive or violent means to resolve sex- or gender-related conflicts.

**Article 8** When a campus gender equity incident occurs, the applicant (including the applicant, their legal guardian, or actual caregiver) or informant may submit a written, named application to the school for investigation. However, if the perpetrator is currently or was previously the school principal, the application for investigation or report shall be submitted to the competent authority of the school at the time of the incident (hereinafter referred to as the "incident jurisdiction authority").

If the school discovers a suspected gender equity incident while handling a bullying incident, it shall treat it as a report and handle it according to the reporting procedures.

**Article 9** When the president, a teacher, staff member, or worker becomes aware of a suspected campus gender equity incident, they shall immediately report it to the Campus Security Center. The Campus Security Center shall then report it to the Ministry of Education or the Sexual Assault Prevention Center in accordance with relevant regulations, no later than 24 hours.

Except when necessary for investigation, due to public safety considerations, or when otherwise specifically provided by law, the names of the parties involved and the informant, or other information sufficient to identify them, shall be kept confidential.

**Article 10** Applicants or informants for campus gender equity incidents may fill out a complaint form; if made orally or via email, the receiving unit shall make a record, which shall be confirmed as accurate by the applicant or informant before being signed or sealed by them.

The written or oral record mentioned in the preceding paragraph shall specify the following matters:

- 1 The name of the applicant or informant, identification document number, unit and position of service or study, residence, contact number, and date of application for investigation.
- 2 If the applicant appoints an agent to apply for investigation, a power of attorney shall be attached, specifying the agent's name, identification document number, residence, and contact number.
- 3 The factual content of the investigation application and relevant evidence.

If the school becomes aware of any of the following circumstances regarding a suspected campus gender equity incident, the Gender Equity Education Committee (hereinafter referred to as "the GEEC") shall evaluate the impact of the incident on students' right to education and campus safety, and initiate an investigation procedure in the form of a report through a committee resolution to clarify the facts and take necessary measures to protect students' rights and campus safety:

- 1 Two or more victims.
- 2 Two or more perpetrators.
- 3 The perpetrator is the president or a faculty/staff member.
- 4 Involves campus safety issues.
- 5 Other circumstances deemed necessary by the GEEC to initiate an investigation in the form of a report.

**Article 11** Campus gender equity complaint incidents shall be received by the Office of Student Affairs and transferred to the GEEC contact within 3 days for handling and convening of the Gender Equity Education Committee.

**Article 12** Within 20 days after receiving an application for investigation or a report, the school shall notify the applicant or informant in writing whether the case is accepted. A written notice of non-acceptance shall state the reasons and inform the applicant or informant of the deadline and unit for appeal.

Within 20 days from the day following receipt of the non-acceptance notice, an appeal stating specific reasons may be submitted in writing. Appeals for non-acceptance are limited to one.

Upon receiving an appeal, the school shall submit the investigation application or report to the GEEC for reconsideration of acceptance and notify the appellant of the appeal result in writing within 20 days. If the appeal is deemed justified, the GEEC shall investigate and handle the matter according to law.

**Article 13** When the GEEC handles a campus gender equity incident, it may establish an investigation team. The investigation team shall generally consist of 3 to 5 members, with the proportion of female members being more than one-half of the total. If necessary, some or all of the investigation team members may be externally appointed. However, if the perpetrator is a principal, teacher, staff, or worker, an investigation team must be established, and all its members shall be externally appointed.

Counselors of the parties involved in a campus gender equity incident shall recuse themselves from the investigation of that incident; personnel involved in the investigation and handling of campus sexual assault, sexual harassment, or sexual bullying incidents shall also recuse themselves from counseling the parties involved.

If the parties involved in a campus gender equity incident belong to different schools, the investigation team members mentioned in the preceding paragraph shall include a representative from the victim's current school. However, this limitation does not apply if the victim, their legal guardian, or actual caregiver requests that the victim's current school not be notified, and the Gender Equity Education Committee determines that notification is not necessary.

Relevant provisions of the Administrative Procedure Act regarding jurisdiction, transfer, recusal, service, and rectification shall apply or be applied *mutatis mutandis* to these Regulations.

**Article 14** The GEEC shall complete the investigation within 2 months after accepting the application or report. If necessary, the period may be extended.

**Article 15** When investigating and handling campus gender equity incidents, the following procedures shall be observed:

- 1 The perpetrator shall personally attend and accept the investigation; if the party involved is a minor, they may be accompanied by their legal guardian or actual caregiver during the investigation.

- 2 If the party involved holds a disability certificate issued by a competent authority at any level or a valid special education student identification certificate, the investigation team members shall include someone with special education expertise.
- 3 If there is an unequal power relationship between the perpetrator and the victim, informant, or person invited to assist with the investigation, confrontation between them shall be avoided.
- 4 The names of the perpetrator, victim, informant, or persons invited to assist with the investigation, and other information sufficient to identify them, shall be kept confidential. However, this does not apply if it is necessary for investigation or based on public safety considerations.
- 5 When notifying the parties involved, relevant personnel, or units in writing to cooperate with the investigation and provide information in accordance with Article 33, Paragraph 5 of this Act, the notice shall state the purpose of the investigation, time, place, and the consequences of not attending.
- 6 The notice mentioned in the preceding subparagraph shall state that the parties involved shall not privately contact or disseminate information about the incident through the internet, communication software, or other channels.
- 7 Personnel of the university or institution shall not, under any pretext, inquire into or investigate the case, nor shall they request the parties involved to submit personal statements or written pledges.
- 8 For the purpose of investigation, and within the limits of confidentiality obligations, additional written materials may be prepared and provided to the perpetrator, the victim, or individuals invited to assist in the investigation, or a summary thereof may be made available for review.
- 9 If the applicant withdraws the application for investigation, to clarify relevant legal responsibilities, this school or institution may, by resolution of its GEEC, or at the request of the perpetrator, continue the investigation and handling. If the competent authority of the school deems the circumstances serious, it shall order this school to continue the investigation and handling.
- 10 Requests from parties involved to read, transcribe, photocopy, or photograph relevant

materials or files shall be handled in accordance with the Administrative Procedure Act.

- 11 Records of party interviews during the investigation process may be supplemented by audio recording, and if necessary, by video recording; the interview record shall be read aloud to or reviewed by the party involved, and after confirming its accuracy, signed or sealed by them.

**Article 16** If the applicant, victim, or perpetrator is dissatisfied with the outcome of the handling, they may submit a written appeal stating specific reasons to this school within thirty days from the day following receipt of the written notice. If made orally, the receiving school or institution shall make a record, which shall be read aloud to or reviewed by the applicant, victim, or perpetrator, and after confirming its accuracy, signed or sealed by them.

Upon receiving the appeal, the school shall immediately form a review panel and make a reasoned decision within thirty days, notifying the appellant of the appeal result in writing.

The aforementioned appeal is limited to one.

**Article 17** To protect the right to education or employment of parties involved in campus gender equity incidents, this school may take the following measures when necessary:

- 1 Flexibly handle the parties' attendance records or academic/work performance evaluations, and actively assist them with their studies or duties, without being subject to restrictions on leave, teacher, and student performance evaluation related regulations.
- 2 Respect the victim's wishes, reduce opportunities for interaction between the parties, and, at the victim's request or based on the GEEC's assessment of the incident's impact on students' right to education and campus safety, terminate the relationship between the parties in performing teaching, guidance, training, evaluation, management, counseling students, or providing students with work opportunities, or order the perpetrator to avoid contact.
- 3 Take necessary measures to prevent retaliation.
- 4 Prevent and reduce the possibility of the perpetrator causing further harm.
- 5 Other measures deemed necessary by the GEEC.

If the party involved is not the personnel of this school, their affiliated school shall be notified to handle the matter in accordance with the preceding paragraph.

The necessary measures mentioned in the preceding two paragraphs shall be executed after a resolution by the GEEC.

**Article 18** When handling campus sexual assault, sexual harassment, or sexual bullying incidents, the victim or their legal guardian shall be informed of their rights, or proactively referred to relevant agencies. If necessary, psychological counseling, legal consultation, academic assistance, financial assistance, protective measures, or other assistance shall be provided. However, this school shall still investigate and handle the incident in accordance with this Act.

If the party involved is not the personnel of this school, their affiliated school shall be notified to provide necessary assistance in accordance with the preceding paragraph.

**Article 19** The investigation and handling by the GEEC shall not be affected by whether judicial proceedings for the incident are ongoing or by their outcome.

The investigation procedure mentioned in the preceding paragraph shall not be suspended due to the perpetrator losing their original status.

**Article 20** After a campus gender equity incident is verified by the GEEC, disciplinary action shall be taken in accordance with relevant laws and regulations. If other agencies have disciplinary authority based on relevant laws or regulations, the school or competent authority shall transfer the incident to the other competent agencies for disciplinary action. If there is evidence of malicious accusation, appropriate disciplinary action shall also be taken against the applicant or informant in accordance with the law.

The measures taken against the perpetrator shall be ordered by the disciplining school or competent authority and implemented with necessary measures to ensure the perpetrator's cooperation and compliance. The nature of the measures, method of implementation, duration of implementation, and legal consequences of non-compliance shall be stated in the written notice of the handling result.

The GEEC of the disciplining school or competent authority shall discuss and decide the nature, implementing unit or personnel, implementation method, implementation period, and cost allocation for the following measures:

1. The perpetrator shall receive psychological counseling and guidance.
2. The perpetrator shall apologize to the victim, with the consent of the victim, their legal guardian, or actual caregiver.

3. The perpetrator shall complete eight hours of courses related to gender equity education.
4. Other educational measures deemed appropriate

For the measures mentioned in subparagraph 4 of the preceding paragraph, if necessary, considering that the perpetrator is a student, they may be integrated into the school's curriculum, teaching or promotional activities, executed, and recorded.

**Article 21** The school shall establish archival records of campus gender equity incidents and the individuals involved.

If the perpetrator referred to in the preceding paragraph transfers to another school for study or employment, the school shall notify the receiving institution within one month of becoming aware of the transfer.

The institution receiving the aforementioned notification shall provide necessary follow-up counseling to the perpetrator. The perpetrator's name or other identifying information shall not be disclosed without just cause.

If, after being disciplined, the perpetrator continues to engage in unlawful acts such as harassment or retaliation against the victim, their name may be publicly disclosed as a warning, in addition to being punished in accordance with the Criminal Code and other applicable regulations.

**Article 22** Campus gender incidents at this school shall be handled in accordance with the "Yuan Ze University Campus Gender Equity Incident Investigation, Handling, and Appeal Flowchart" (see Appendix 1).

**Article 23** Matters not covered in these Regulations shall be handled in accordance with the Gender Equity Education Act and related regulations.

**Article 24** These Regulations shall be promulgated and implemented after being passed by the University Affairs Meeting, and the same shall apply to any amendments.

If there is any discrepancy between the Chinese and English versions, the Chinese version will take precedence.
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## Gender Equality Incident Handling Procedures

