

Guidelines for Instructors on Counselling and Disciplining Students at National Changhua University of Education

Approved at the Administrative Meeting on Nov.4, 2009
Approved at the University Affairs Meeting on Jun.9, 2010

- Article 1 The Guidelines was formulated pursuant to Article 17 of Teachers' Act and "Notices for Schools To Enable The Guidelines for Teachers' Guidance and Discipline of Students" promulgated by MOE.
- Article 2 Instructors of our university shall counsel and discipline students in accordance with the Guidelines. Any situations that are not covered by the Guidelines shall be governed by other laws or regulations.
- Article 3 Instructors of our university are obliged to counsel and discipline students and participate in advanced learning or training of counselling skills to improve professional capability.
- Article 4 Instructors shall counsel students based on the following purposes:
1. To encourage students to perform well and foster high self-esteem and self-discipline.
 2. To help students develop their body and mind, bring out their potentials and nurture a sound personality.
 3. To help student develop good habits and behave in line with social norm.
 4. To ensure teaching activities at class and educational events at school being operated smoothly.
- Article 5 Instructors shall follow the principles below when counselling students:
1. To respect student's dignity.
 2. To pay attention to individual difference.
 3. To meet the needs of student's mental development.
 4. To protect student's right to education.
 5. To be caring and patient to students.
 6. To foster student's abilities of reflection and self-control.
- Article 6 Instructors shall counsel students on their life, studies, career, mental and physical health. Instructors shall refer students to Student Psychological Counselling and Guidance Center or other agencies when involve in professional psychological counselling.
- Article 7 Instructors shall understand students' behavioral motives before disciplining them. Instructors shall clearly explain the reasons why they are doing so without being emotional or any malevolence.
- Article 8 Student's personal or family information that instructors acquire during the process of counselling shall be kept confidential, except where otherwise specified by relevant laws and regulations.
- Article 9 Instructors shall not discriminate students due to their gender, sexual orientation, ability, academic performance, religion, race and ethnic group, nationality, political parties, region, family background, disability or criminal record when counselling them.
- Article 10 Instructors shall give proper exhortations with objectiveness and sincerity to the students who involve in controversial issues and handle those issues in a just and reasonable fashion.
- Article 11 Instructors shall behave themselves in line with the following principles when counselling and disciplining students:
1. No insulting or corporal punishment is allowed.
 2. Illegal punishments including defamation, public insults or intimidation that may constitute crime shall be avoided.

3. Behaviors that may lead to administrative penalty or state compensation shall be avoided.
- 4 Behavior that may infringe on a student's right or that may lead to civil liability shall be avoided.

Instructors who have misconducts during the process of counselling and disciplining shall be penalized in accordance with the relevant regulations.

Article 12 Instructors shall properly counsel and discipline students on their disruption or interfering with class instructions; violation against university regulations, social norm or laws; or engaging in activities that harm their physical and/or psychological well-being. When the aforementioned counselling and disciplinary efforts are considered invalid, the student shall be punished in accordance with the regulations of Student Reward and Punishment or referred to the Office of Student Affairs.

Article 13 Instructors shall carry out follow-up counselling after a student has been punished by disciplinary actions due to their misconduct.

Article 14 Students may file an appeal in accordance with Regulations for Handling Students' Grievances of our university if a student considers that the instructor's or the university's counselling and disciplinary actions are illegal or violate his/her rights.

Article 15 Opinions from instructors, students and parents shall be collected regularly as the reference for reviewing and amending the Guidelines.

Article 16 The Guidelines shall go into effect after being approved by the University Affairs Meeting and ratified by President. The same procedure shall be applied to the amendments likewise.