

Hungkuang University Counseling and Guidance Center

Individual Counseling Consent Form

All students and faculty/staff members who wish to receive individual counseling services at the Center are requested to carefully read the following information prior to application. If you have any questions, please consult with a counselor before signing this form.

I. Description of Counseling Services

The Center provides free individual counseling services to students and faculty/staff of Hungkuang University. Counseling sessions are generally scheduled once per week, with each session lasting approximately one class period. As a general guideline, 6 – 8 sessions per semester are recommended. The actual number of sessions may be adjusted based on individual needs and professional assessment.

II. Counseling Arrangement and Attendance Policy

Applicants may indicate a preferred counselor during the initial intake session; however, case assignment will be determined based on professional evaluation.

After assignment, the following attendance regulations apply:

1. If an appointment is canceled prior to the first session, any future counseling request will require a new intake process.
2. If you are unable to attend a scheduled session, please notify the Center in advance. Accumulating three absences (including unexcused absences) will result in suspension of your reserved counseling time slot and counselor assignment. Further sessions may be arranged only after discussion with your counselor regarding continuation or case closure.

If you wish to change counselors or terminate counseling, you must first discuss this with your current counselor and complete the case closure procedure.

III. Confidentiality

In accordance with the Psychologists Act and relevant regulations, the Center is obligated to maintain confidentiality regarding counseling content. Information will not be disclosed without the client's consent.

However, confidentiality may be legally limited under the following circumstances, and reporting may be conducted within 24 hours as required by law:

1. When there is a risk of harm to the client or others.
2. When the counseling content involves incidents subject to mandatory reporting under applicable laws (including but not limited to the Domestic Violence Prevention Act, Gender Equity Education Act, Sexual Assault Crime Prevention Act, Protection of Children and Youths Welfare and Rights Act, and Genetic Health Act). In such cases, the counselor may contact relevant individuals or agencies as required.

IV. Referral and Transition

For clients referred by other units, the Center may provide limited information to the referring unit when necessary, such as the number of sessions attended, general stability status, or a case closure summary. Counseling content will not be disclosed.

When a client transfers schools, advances to a higher level of education, or leaves the University, counseling transition services may be discussed according to the client's wishes. If required for public interest or protection of life and health, the Center may provide the minimum necessary information in accordance with the law. Please refer to the Hungkuang University Guidelines for Student Counseling Transition and Services for details.

V. Audio Recording and Supervision

To ensure professional counseling quality, licensed psychologists or psychology interns may audio-record counseling sessions when necessary, or discuss session content within professional supervision settings.

Any audio recording will be conducted only after prior explanation and the signing of a separate recording consent form. Recording will proceed only upon the client's consent. Refusal to consent to recording will not affect the client's right to receive counseling services.

Audio materials will be used solely for professional training and supervision purposes and will be stored and managed in accordance with the Personal Data Protection Act and relevant regulations. They will not be used for any other purposes without the client's consent or legal authorization.

If a client wishes to record a session independently, prior request and approval from the counselor are required.

VI. Session Safety and Professional Measures

To ensure the safety and professional integrity of counseling sessions, if a client engages in behavior that significantly interferes with session safety or professional conduct, the counselor may take appropriate professional actions. These may include terminating the current session, modifying the counseling approach, suspending services, referring to appropriate resources, or taking action in accordance with applicable laws to safeguard the rights and safety of both the client and the counselor.

VII. Personal Data Protection

The collection, processing, and use of personal data by the Center are conducted in accordance with Hungkuang University's Privacy Policy and relevant regulations.

I have carefully read and understood the above information and agree to receive counseling services in accordance with the stated policies.

Applicant's Signature: _____

Date: _____

Intake Counselor Signature: _____

Assigned Counselor Signature: _____

☎ Contact Information for Leave/Absence Notification

Department Counselor: _____

Center Phone: +886-4-2631-8652 Ext. _____

Hotline: +886-4-2652-4840

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