

## Nanhua University Students' Pregnancy Counseling and Handling Guidelines

Approved by 101 Academic Year 1<sup>st</sup> Semester 6<sup>th</sup> Executive Meeting, 1/11/2012

1. Nanhua University (hereafter referred to as the University) set this guidelines to implement the provisions of Article 14 (3) of the Gender Equality Education Act and provide guidance on the pregnancy of students in all units of the school in accordance with the “Students' Pregnancy Counseling and Handling Guidelines” set by the Ministry of Education.
2. This guidelines is applicable to all students in the school. The students referred to in the preceding paragraph include general students and pregnant, pre-pregnant (abortion, miscarriage or foster) and students with children.
3. The University pregnancy cases are handled by the Gender Equality Education Committee in accordance with the “Student Pregnancy Counseling and Handling Process” issued by the Ministry of Education. If an underage (under 20 years old) student is pregnant, the University will set up a processing team which the principal as the convener and the Student Affairs Office Student Counseling Center is the single window for the student pregnancy response mechanism; the director of the Student Counseling Center will be the Executive Secretary, while dean of offices or departments those are closely related to the student's academic and learning environment will be members of the processing team. If necessary, a spokesperson should be designate and initiate the crisis management mechanism of the school. If an adult student or a married student has a need for assistance due to pregnancy, the University may do so in accordance with the provisions of the preceding paragraph.
4. The processing team will discuss and implement related matters such as teacher and student counseling, responsibility notification, fund raising, integration of social resources and data reporting, and may be divided into counseling and administrative groups according to their responsibilities.
5. The counseling group tasks are as follows:
  - a. Establish a counseling team. The staff includes student counseling unit supervisors, school nurses, counseling teachers, counseling professionals and tutors. They can also be employed as off-campus counseling professionals to serve as consultants.
  - b. Select the appropriate cases manager and properly divide the work according to the needs of the students.
  - c. The counseling team draws up the overall counseling plan, and holds regular case meetings to correct the plan timely.
  - d. Establish a counseling record for pregnancy cases, and properly preserve and manage their information in accordance with professional ethics.
  - e. The counseling content includes:
    - (1) Provide individual counseling and consultation for pregnant students.
    - (2) Provide consultation and assistance in the preparation of decisions related to pregnant students.
    - (3) Provide an implementation plan for multi-adaptive education to assist students in completing their studies and maintaining their right to be taught.
    - (4) Use social resources to assist pregnant students in resettlement problems during childbirth, and assist in the need for childcare after birth or child rearing.

- (5) Provide family counseling and support for pregnant students and providing assistance to the other party as needed.
  - (6) Assist in providing legal advice to pregnant students and their parents.
  - (7) Assist in the referral of relevant social welfare resources.
  - (8) Provide a processing team to consult with other teachers.
  - (9) Provide group counseling in class.
  - (10) Coordinate the provision of health care assistance such as pregnancy care and infant care consultation.
6. The administrative group tasks are as follows:
- a. Coordinate student's status, courses and other related matter:
    - (1) Staffs of academic affairs and student affairs offices handle student attendance flexibly, provide remedial teaching and help in other matters related to student's status and courses.
    - (2) According to relevant laws and regulations, the results of pregnant students are examined or evaluated as "special case".
  - b. Depending on the needs of students, combine relevant resources and provide pregnant student a multi-adaptive education which includes:
    - (1) Remedial teaching: Assist in completing the courses in educational system
    - (2) Needs due to pregnancy: Pregnancy care of Health Center, unintended pregnancy knowledge, family parenting education, etc.
    - (3) Career planning: career planning counseling and vocational training courses, etc.
  - c. Integrate campus and off-campus resources to support counselors:
    - (1) Provide funds, arrange lecture time and venue, and choose suitable teachers to assist counselors in conducting necessary counseling.
    - (2) Staffs of Student Affairs and General Affairs Office cooperate with counselors to assist pregnant and child-rearing students and their families to use off-campus resources to cope with possible family life difficulties and childcare needs.
  - d. The University provides a barrier-free learning environment for pregnant or child-rearing students, and the Student Affairs and General Affairs Office will plan the following facilities by considering the needs of the students:
    - (1) Qualified classroom arrangements, desk and chair adjustments, parking facilities, toilet locations, etc.
    - (2) Purchase of equipment in the medical office, etc.
    - (3) Providing facilities related to breastfeeding, such as breast milk collecting rooms, refrigerators, breastfeeding rooms, etc.
7. The University implements gender equality education, sexual education courses or activities to train students establish healthy and safe sexual attitudes and sexual behaviours, and learn to avoid unintended pregnancy. Besides, the education teaches teachers, students and parents to accept and care for pregnant and rearing children students to protect their right to be taught.
8. Prevention and handling of the pregnancy of students should carry out with the spirit of diversity and tolerance, actively protect the basic human rights of students and protect students' right to be taught. It is also strictly abide by professional ethics, respect privacy and should take necessary confidentiality measures. Do not make

improper punishment on the student due to pregnancy or rearing children, as well as expressly or implicitly require students to suspend, transfer, drop out or take a long vacation. Students who suffer discrimination or improper punishment may appeal according to the relevant regulation of the University, and when they are dissatisfied with the appeal decision, they may request for relief according to the Gender Equality Education Law or other relevant regulations.

9. The University will take flexible measures on regulations of student status and result evaluation of pregnant student or student rearing children to help in completing their studies. Student status, result evaluation, assessments, leave and remedial classes during pregnancy are based on the "Nanhua University Rules" or related regulations.
10. The Student Counseling Center set up a special managed mailbox, telephone and e-mail account for pregnant students to seek help with privacy and dignity, and also strengthen the basic purpose, function and usage of the private line mailbox by assembly, education and teacher training.
11. The University incorporates the propagation and training of related issues such as prevention, handling and enhancement of professional knowledge of pregnancy in relevant educational activities or workshop.
12. These guidelines were reviewed and approved by Executive Meeting, and announced for implementation after principal approval. Any amendment will undergo the same procedure.