Standard Operating Procedure of Dealing with Students’ Issues or Problems

Psychological and emotional issues

Behavioural problems

Dormitory issues

Student Housing Section宿組

Students seek help from the Student Guidance and Counseling Section

Student Guidance Section

College military education and training instructor

In event of self-inflicted injury, suicide, or committing crimes)

Department/Class Mentor

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1. Reply to the case transfer form and contact the student’s class mentor by phone.

2. Call a case meeting

Transfer the case upon the student’s consent

(Fill in the case transfer form)

Meetings with relevant sections of the Office of Student Affairs (if necessary)

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Approval or Ruling by Dean of Student Affairs

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Student Housing Section/ Student Guidance Section/

Head of Military Education and Training Section