

NATIONAL TAIWAN UNIVERSITY
Student Counseling Center
Directives for Managing the Disability Support Services and
Related Activities

October 19, 2017 Amended and passed by the Student Counseling Center Meeting

- Article 1 National Taiwan University (“the University”) establishes the Disability Support Services (“the Services”) to provide educational and quality-of-life support for students with physical or mental disabilities.
- Article 2 Venues belonging to the Services are designated for use by students with physical or mental disabilities and shall be managed by the Services.
- Article 3 Opening hours:
8:30 a.m.–5:00 p.m., Monday through Friday (closed on Saturdays, Sundays, and national holidays)
- Article 4 Usage rules:
1. Resources (such as computers, copiers, and venues) of the Services shall be reserved for students and counselors working for the Services.
 2. Copier access cards (with a 500-page quota per semester, replenished at the start of each semester) shall be made available upon request at the Services. The cards may be used towards photocopying, printing, and faxing. Students with disabilities are advised to conserve printing resources and respect their own rights to the use of this service. Students are prohibited from using the resources on behalf of a third party. In the event of a lost card, students may request a replacement with the designated counselor of their home department/college by paying a NT\$ 15 processing fee per card.
 3. Computers at the Services are intended mainly for report writing, information searches, and data collection for schoolwork-related purposes. Students are prohibited from downloading illegal software, browsing illegal websites, or using the computers for any other improper or illegal uses. Students who uses a computer for recreational purposes shall yield to those wishing to search for information or write a report on the computer.
 4. Counseling rooms at the Services are reserved for official purposes such as counseling sessions and special education services.
 5. Any person who enters any venue managed by the Services shall share the responsibility of keeping the venue clean. Any personal item and trash shall be taken away after use.
 6. Do not take or use other people’s belongings without their express permission. This includes copier access cards, food items in the refrigerator, and lost and found items at the reception counter.
 7. Any person who enters any venue managed by the Services is expected to respect others, act cordially, and speak in a polite manner. The following **verbal** and **physical** behaviors will not be tolerated:

- 1) Speaking loudly or playing loud music/videos and thus affecting others.
- 2) Using insulting or indecent language.
- 3) Attacking or threatening others, whether physically or verbally.
- 4) Destructive behavior (e.g. throwing things, slamming doors/desks, etc.)
- 5) Taking off shoes/socks, occupying multiple chairs to sleep, or sitting or lying down in aisles or other public access routes and blocking pedestrian traffic

If any of the aforementioned behaviors is reported (a report shall be considered valid if other students or counselors nearby feel affected), and the individual refuses to cooperate after being warned and therefore resulting in serious conflict and/or injury, the Services may request the assistance of the relevant parties (such as the parents, Campus Security, the Health Center, etc.) to safeguard the wellbeing of other students and counselors.

8. Please use all resources provided by the Services with care and return them after use. Users shall be liable for full compensation for any damaged items.
9. To ensure a quiet and comfortable space for all students and counselors, if a student is unable to follow the aforementioned rules, counselors at the Services may forward the case to the Student Counseling Center Meeting to discuss follow-up counseling measures to provide the necessary assistance for that student.

Article 5 Regulations regarding the management of equipment provided by the Services:

1. Eligibility: Students of the Services currently enrolled in the University shall be given priority.
2. Available equipment: Manual wheelchairs, DVDs, and other equipment.
3. Borrowing procedures:
 - 1) Borrowers shall fill out an Equipment Loan Form and leave the original copy of their student ID card with the Services (which will be returned to the borrower when the equipment is returned).
 - 2) Counselors at the services shall review each equipment loan form based on the need of individual students and, if approved, stamp the form and loan out the equipment.
 - 3) Loan duration:
 - a) Manual wheelchairs: Please fill in the expected use period and return the wheelchair on time.
 - b) DVDs: Students may borrow DVDs for one week.
 - 4) In the event of an insufficient quantity, counselors of the Services may prioritize certain requests based on the extent to which the equipment is needed.
 - 5) For extended requests, please take the borrowed equipment with you to the Services on the expiry date to renew your request.
 - 6) Each student may only borrow one of each type of equipment at a time.
4. Return of borrowed equipment: Counselors of the Services shall check the borrowed equipment and ensure it is in good working condition before accepting the return and returning the borrower's student ID card.
5. Equipment management:

- 1) In the event of damage to the borrowed equipment caused by human activity, the borrower shall be liable for repairs and related costs if the equipment is deemed repairable; otherwise, the borrower shall be liable for the total cost of the equipment prorated according to its remaining useful life.
- 2) For lost items, the borrower shall be liable for the total cost of the equipment prorated according to its remaining useful life.

Article 6 Related activities: The principles stipulated herein shall apply *mutatis mutandis* to activities organized by the Services.

Article 7 These Directives shall be passed by the Student Counseling Center Meeting and then implemented upon approval by the director of the Student Counseling Center. The same shall apply when amendments are made.