

Ming Chuan University Procedures for Providing Healthcare Services

Revised and passed at the Administrative Council Meeting on March 14, 2005

Revised and passed at the Student Affairs Committee Meeting on May 17, 2007

Revised and passed at the Administrative Council Meeting on June 23, 2008

Revised and passed at the Administrative Council Meeting on September 17, 2012

- Article 1 These procedures were established in accordance with Health Law of the Ministry of Education to promote campus health services, to promote the mental and physical health of faculty and students, and to encourage correct thinking about health.
- Article 2 The Campus Health Services Section is responsible for matters concerning designing and promoting the Campus Health Services Project. Every academic year a new version of the Campus Health Services Project will be produced, along with a new budget.
- Article 3 When an emergency or other medical problem occurs during the service hours of the Campus Health Services Section, the problem will be dealt with in accordance with the rules outlined in Ming Chuan University Medical Emergency Management Procedures.
- Article 4 When an emergency or other medical problem occurs before or after the service hours of the Campus Health Services Section, the problem will be dealt with by the staff members on duty or the drillmaster, and the student will be sent to the hospital and the parent or guardian of the student will be immediately notified (The student needs to cover medical expenses in such cases.).
- Article 5 In accordance with Article 8 of The School Health Act announced by the Ministry of Education, freshman students, transfer students, and students resuming their studies should have a health check-up offered by the institution at the stipulated time in the first semester, or submit documents proving they have taken a health check-up within the previous three months at a certified institution. The required check-up is described below.
1. Those Included
Students who register at Ming Chuan University at the first time (including international students, Mainland China students, transfer students recruited via domestic or overseas admission channel) and non-credit students (including students in Mandarin Studies and Culture Center, and Overseas Chinese Class).
 2. Check-up items
 - (1) All first-year students should have a health check-up in accordance with Article 2 of The School Health Act announced by the Ministry of Education.
 - (2) International students and Overseas Chinese students who will stay at MCU more than six months must submit the Alien Resident Health Check-up Report in

accordance with the regulations issued by The Center for Disease Control of Department of Health.

- (3) Resuming students must submit a Chest X-ray Certificate within one month after the semester begins.

3. Health check-up regulations

- (1) Health check-up must be taken within two weeks after the beginning of the semester (including resuming students).

- (2) Students who miss the examination without reason will receive a Reprimand.

Article 6 If any abnormalities are found in the examination, the Health Services Section should notify the student and provide follow-up consultation, and notify the relevant faculty member to provide appropriate advising.

Article 7 All students should receive immunization shots as stipulated by health care institutions.

Article 8 Faculty and staff members and students who come down with infectious diseases should receive counseling concerning treatment. If necessary, they may be forced to take sick leave to prevent further spread of infection in accordance with Article 8 of The School Health Act announced by the Ministry of Education.

Article 9 The Food Service Inspection Committee will be responsible for sanitation in campus restaurants, and should regularly send committee members to perform inspections. Provisions for Conducting Food Service Inspections have been established separately.

Article 10 The Health Services Section will also regularly conduct educational propaganda concerning hygiene, first aid training, and lectures concerning health.

Article 11 No documentation will be produced for inquiries related to medical treatment or health.

Article 12 Student officers from student associations and the dormitory as well as class representatives should participate in all first aid training programs. Persons absent without a reason will receive a Reprimand.

Article 13 Faculty members and students may borrow equipment from the Health Services Section in accordance with rules listed elsewhere in Procedures for the Use of Medical Equipment.

Article 14 Matters not covered in these procedures should be processed in accordance with other related regulations.

Article 15 Upon being passed at the Administrative Council Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.