Article 1: Objectives

The Office of Legal Consultants (hereafter referred to as ‘OLC’) is established in order to provide legal consultation for faculty and students of Feng Chia University (hereafter referred to as ‘FCU’). The OLC is composed of rotating FCU faculty with specialized legal knowledge; the OLC provides legal advice for specific legal questions to faculty or staff and their spouses.

Article 2: Handling of Cases: Prioritization and Referrals

In the event that multiple cases must be handled at the same time, the OLC shall give priority to official FCU business. For cases that are deemed to be of significant importance, are of a complicated nature, or fall beyond its legal scope, the OLC shall offer referral information or refer the case to another department or individual with specialized knowledge.

Article 3: Consultation Procedures

Individuals seeking legal consultation (hereafter referred to as ‘the individual(s)’ ) can reserve a consultation time, as well as send related information, by sending a consultation form to the OLC (lco@fcu.edu.tw); alternatively, individuals can phone during office hours to make a reservation. Legal consultation shall be provided only after receiving a completed consultation form and the OLC has confirmed the identity of the individual or his/her spouse.

Article 4: Consultation Methods

The individual must personally attend legal consultations or provide sufficient legal documents; the OLC does not provide telephone consultations.

Article 5: Consultation Limitations

The OLC offers advice for specific legal questions. The OLC does not compile or draft letters, contracts, or legal documents for proposed projects. The OLC does not provide recommendations for disputes involving litigation.

Article 6: Protection of Consultation Information

Personal information, required materials, and the content of the legal consultations (hereafter referred to as ‘related information’) provided by the individual to the OLC during a legal consultation are for the specific purpose of the consultation and are limited by the time, location, and the individuals that are within the scope of the
designated case; the related information kept by the OLC cannot be used for any other purpose. The following are exceptions to the restriction stipulated in this article:

1. Cooperation with lawful judicial investigations.
2. Cooperation with a governmental authority that has the required mandate or duty to investigate or use the individual’s related information.
3. When, in good faith, there is a reasonable believe that the processing or use of related information is required by law.
4. When the individual has violated related laws or regulations, may damage or obstruct the normal operations of the OLC, or in any way causes personal harm or damage, related information may be used or processed by the OLC for identification, contact, or to initiate necessary legal action.
5. The OLC firmly believes that processing or using related information will safeguard the interests of FCU faculty and staff.
6. When the individual consents to the use of related information.

Article 7: Right of Refusal

For any one of the following conditions, the OLC reserves the right to refuse legal consultation:

1. Individuals found to have violated the consultation application procedures.
2. Already concluded legal cases; reviews of FCU legal documents and contracts are exempt from this restriction.
3. Annotations of simple legal clauses; annotations required for official FCU affairs are exempt from this restriction.
4. Matters that are not of a legal nature and can be independently determined.
5. Collection of legal information.
6. Student assignments for law-related courses.
7. Legal opinions of current affairs.

Article 8: Legal Consultation for Foreign Language Documents

Foreign language documents (non-Chinese documents) must include a Chinese language version or a Chinese language summary.

Article 9: Labelling Modifications

When following a case that has not yet been closed, modified parts shall be marked in order to facilitate the review.

Article 10: Compiling Review Documents

When statutes and legal cases are submitted for review, revisions shall be submitted with a clause revision comparison table; additional provisions or major revisions to a statute should be submitted with an explanation of the changes.
Article 11: Announcement and Implementation

These guidelines were adopted during an Office of the Secretariat meeting, ratified by the president of FCU, and promulgated. Revisions shall be handled in the same manner.

(In the event that the meaning, connotation, or interpretation expressed in these English-language guidelines differ from the original Chinese-language version, the Chinese-language version shall be taken to be correct and true.)