

AU Counselling Policy

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	February 2022	Fall 2022/2023
SCOPE	This policy applies to AU registered students, faculty and staff and processes administered by relevant staff.		
TERMS, DEFINITIONS AND ABBREVIATIONS	AU: Australian University or the University. Counsellor: For the purposes of this document is a professional trained to actively listen and empower students to desire and bring about change in the way that they experience their personal circumstances. The American Psychological Association (APA): Is a scientific and professional organization that represents psychologists in the United States. The Australian Psychological Society (APS): Is the largest professional association for Psychologists in Australia.		
POLICY PROVISIONS			

- Students and Staff at AU have access to independent and confidential counselling with a dedicated professional counsellor.
- AU follows the Code of Ethics for the American Psychological Association (APA) and the Code of Ethics for the Australian Psychology Society (APS).

1. Counselling Referrals and Appointments

- 1.1. Students or AU Staff member can make an appointment on their own initiative or can be referred for counselling by a member of staff, by a guardian or by the Student Affairs Department as a result of student misconduct as per the terms of the AU Student Code of Conduct. Students must ensure that appointments with their counsellors do not clash with their classes. The frequency and length of appointments will depend on the nature of each student's needs.
- 1.2. If the student is unable to attend scheduled sessions he/she must contact the Student Counselling in advance (at least two hours before scheduled session). In this case, another appointment is scheduled.
- 1.3. In situations where a student is seeking counselling for academic related matters, the Student Counselling refers the student to the relevant academic department.

2. Confidentiality

- 2.1. All counselling provided by the Counselling Center is confidential. Any information disclosed during the sessions, including student names and IDs cannot be shared with any parties unless:
 - The student/staff has given his/her permission in writing using the Authorization to Release Confidential Information.
 - There is substantial risk of harm on the student or another person;
 - There is a requirement by law to disclose the information.

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- 2.2. If the counsellor has reason to believe that a student or staff is clearly at risk or in danger of attempting any serious action such as suicide, is unable to function, care for him/herself, is incapable of making his/her own decision and is judged as capable of harming another person, external assistance may be sought. In such instances, gaining assistance may require limited disclosure.

ATTACHMENTS	- Student/Staff in Distress Incident Report - Authorization to Release Confidential Information - Counselling/Referral Summary Report - Consent Referral for Psychological Counselling Form - Counselling Attendance Contract - Consent to be referred for a Psychiatric Evaluation Form