

Details for Guiding Students to Safely Participate Off-campus

Activities at Yuan Ze University

06.18.2002 Approved in the 2nd university affair meeting of academic year 2001

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(no further approval needed after the ratification at the university affair meeting)

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Clause 1 This set of details is established based on Letter 060344 Hsun (83) and Letter 90164066 Hsun (90.2) from the Ministry of Education. The first letter was issued on November 9, 1994 and the second on November 19, 2001 with the focus on “Implementation Focuses of Strengthening and Maintaining Student Safety and Campus Quietness.”

Clause 2 This set of details is established to enhance the safety for students to participate in off-campus activities, make sure the students are familiar with related safety norms, help students to take responsibility for their own safety, promote the idea of preventive measures for disasters, strengthen students’ crisis management ability, and maintain students’ safety.

Clause 3 The “off-campus activities” mentioned previously are referring to student field experience, group travel, training, competitions and exhibitions held by YZU administrative divisions, departments, programs, classes, student organizations, volunteer groups, and student-related groups.

Clause 4 In order to strengthen the ability of the faculty and students to deal with crisis and ensure the safety for engaging in off-campus activities, the following actions should be taken:

- I. Take advantage of all sorts of meeting time, military training classes or other activity-related sessions by inviting professionals to teach students the skills to protect themselves and enhance the faculty as well as the students’ ability in handling emergency situations and crisis management.
- II. At the beginning of a semester, the leaders of student groups and classes should be required to participate in the seminar training. The seminar content should cover possible noted items that students should pay attention to while they attend off-campus activities. The scope ranges from safety notion, disaster prevention, emergency measures, and illegal activities. Moreover, the curriculum content will be posted to the university website for the use of all faculties and students. Those trained staff should share what they have learned during meetings of student

clubs and classes.

Clause 5 The following regulations should be abided by when off-campus activities are held.

- I. When student groups hold off-campus activities, they should register the arrangement with the related authority. The departmental student association activities, class activities and teaching-related activities should be reported to the department or related authority. Student clubs should report to the Office of Student Affairs. Volunteer groups should report to their mentoring authority. Other groups should also report to the related authority.
- II. The activity sheet, activity plan, participating staff, contact information for emergency, parental consent for those under 18, and a copy of the insurance proof (all participating members and vehicles should be insured and each person should be insured with at least NT\$1 million) should be sent to the university for approval and record keeping one week before the activity takes place. If the factors such as weather conditions may cause some dangers, the organizing groups should take the suggestions from the university to postpone or cancel the activities. If the students engage in more dangerous activities such as rafting, snorkeling, and mountain/rock climbing, the participants have to secure a copy of their parental consent.
- III. When student groups hold off-campus activities, their venues should be legally registered and meet related safety regulations. Moreover, the students should follow the regulations about the site and the venue. If vehicles are required, legally registered rental companies should be chosen. If the students decide to drive their cars or ride motorcycles, they should also abide by the traffic laws and regulations.
- IV. The activity plan should list all schedules and planned content in details. Moreover, the participating staff should be grouped based on their job nature so that the safety plan and counter measures can be assigned accordingly.
- V. Close attention should be paid to the weather and terrain of the activity site one week before the activity takes place. If the weather condition is likely to cause some danger to the activity participants, the event should be cancelled or postponed. If major weather disasters like a typhoon occur during the activity, the event should be terminated immediately. If the students cannot return to the university immediately, contact should be made to request necessary assistance.

- VI. When sea typhoon warnings have been issued and the activity site is either remote or likely to be dangerous, the event should be terminated immediately. When land warnings are issued, all activities will be stopped to ensure students' safety. All participants will shoulder the responsibility for their own loss caused by natural disasters.
- VII. When student organizations hold off-campus activities, they should prepare for medical and first-aid items. Moreover, constant contact should be maintained with the military teachers on shift at Yuan Ze University. If students participate in the dangerous activities listed in Clause 5.2, at least one professionally trained personnel should be on staff and all medical items should be prepared.
- VIII. The activity should be carried out as planned and close attention should be paid to the route taken. The returning time should be strictly followed. If any member intends to leave the group in advance, permission for the leaders needs to be secured.
- IX. The organizing groups reserve the right to approve the activities held by student groups based on the actual conditions.

Clause 6 When accidents happen or may happen, the students should report back to the university immediately so that the university can provide immediate assistance to help the students deal with the accidents.

Clause 7 Student off-campus activities (including groups or individuals) are not allowed to enter the areas which have been announced by the Disaster Management Center officials or the areas from which the people have been told to evacuate. If students violate such a regulation, a fine ranging between NT\$50,000 to NT\$250,000 may be imposed based on Clause 39 of the Disaster Prevention Law enforced by the authorities. Moreover, depending on the severity of the violation, the students may be handled by YZU's "Student Discipline Norm and Handling Procedures."

Clause 8 Those who have violated Clause 5 in this set of details, no matter whether they have returned to YZU safely, will be penalized. The responsible person for the event will be handled by YZU's "Student Discipline Norm and Handling Procedures."

Clause 9 When student groups hold all kinds of activities, they should not be involved in matters that may endanger the public or are illegal. For examples, behaviors such as violent fighting, sexual harassment, vandalism, and theft will be penalized by YZU once they are reported.

Clause 10 This set of details is first approved by the Ministry of Education and incorporated into Student Manual as well as student website for their reference.

Moreover, parents as teachers will be notified and educated so that the university can work closely with them to ensure the safety of the students during off-campus activities.

Clause 11 This set of details is ratified in the Student Affair Committee meeting, university affair meeting and sent for the Ministry of Education for approval before implementation. All amendments require the same procedures.

If any controversies or disputes occurred regarding clauses of the contract, it shall always refer to its Chinese version.