

# **National Kaohsiung University of Hospitality and Tourism**

## **Guidelines on Off-Campus Student Activity Safety**

Adopted at the 195<sup>th</sup> Administrative Meeting on February 19, 2009

Recorded via Letter of Tai-Jun-(Er)-Zi No. 0980029011 issued by the Ministry of Education on February 26, 2009

Amended at the 228<sup>th</sup> extended Administrative Meeting on September 16, 2010

Recorded via Letter of Tai-Jun-(Er)-Zi No. 0990184424 issued by the Ministry of Education on October 26, 2010

Amended at the 299<sup>th</sup> extended Administrative Meeting on February 27, 2014

Recorded via Letter of Tai-Jiao-Xue-(Wu)-Zi No. 10300475802 issued by the Ministry of Education on April 1, 2014

1. The Guidelines are established in accordance with the Implementation Directions for Enhancing and Maintaining Student Safety and Peacefulness of the Campus and the letter of Tai-(90)-Xun-(Er)-Zi No. 90164066 issued by the Ministry of Education on November 19, 2001.
2. The purposes of the Guidelines are to maintain the safety of NKUHT students engaging in off-campus activities, prevent accidents, enhance the ability of students to respond to disasters, and continuously promote all kinds of safety education.
3. The term “off-campus student activities”, as used herein, refers to student field trips, training, competitions, exhibitions, tours, and other activities outside the campus organized by the administrative units, departments, faculties, graduate institutes, classes or student clubs of NKUHT.
4. For the purpose of enhancing the emergency response ability of the faculty and students and maintaining off-campus activity safety, NKUHT shall undertake the following actions:
  - (1) NKUHT shall take advantage of occasions such as various gatherings, military training courses, and other relevant training programs to invite professionals to deliver a variety of prevention and protection knowledge and skills, so as to improve the emergency response ability of the entire faculty and students.
  - (2) At the beginning of each semester, NKUHT shall request people in charge of clubs and class representatives to participate in training programs for school club officers. Such programs shall include off-campus activity safety cautions, disaster prevention concepts, post-disaster emergency response measures, and behaviors that may violate laws when engaging in off-campus activities. The contents of the programs shall be available on the NKUHT website for all faculty members and students to view. Trainees shall also promote and publicize such contents during club or class gatherings after receiving the training.
5. The following regulations shall be complied with when organizing an off-campus activity:
  - (1) An activity plan or schedule shall be submitted before the activity is organized, and shall be reviewed and approved by relevant units. An activity application must be submitted one week prior to the activity (including completion of the procedures). Relevant certificates and documents, as mentioned below, shall be enclosed along with the application form for review and reference.
    - ① Letter of parental consent (for those under the age of 20);
    - ② Activity plan or schedule;
    - ③ Certificate of insurance (all participants and vehicles shall be insured with accident insurance, and the insurance amount shall be at least NT\$2 million per person);
    - ④ Vehicle license and tourist bus driver’s license as well as compulsory vehicle and passenger liability insurance; the aforesaid licenses and certificates must not have expired.
  - (2) When any kind of off-campus activity takes place, there must be a teacher (class teacher or club advisor) to lead the team and take responsibility for activity safety guidance.
  - (3) Continuous attention shall be paid to the weather in the activity area for one week before an activity takes place. If the weather or other factors may cause danger during the activity, the activity shall be cancelled or postponed beforehand. In case of warnings for major natural disasters such as typhoons, earthquakes, and landslides during the activity period, the



activity shall cease immediately. If participants are unable to return home immediately, they shall contact NKUHT so that the school staff will know where and how they are so that necessary assistance can be provided.

- (4) An activity shall take place according to the planned itinerary, and special attention shall be paid to safety along the route. Participants shall return home at the planned time after the activity comes to an end. Those who leave the team earlier shall inform the teacher leading the team and obtain his or her approval.
- (5) After the activity application is approved, the list of participants and copy B of the application form shall be submitted to the Personal Counseling Section under the Office of Student Affairs / Student Affairs Section under the College of Continuing Education for recordation. The Personal Counseling Section / Student Affairs Section under the College of Continuing Education shall then forward the documents to the on-duty military instructor of the Campus Security Center to supervise reporting of participants returning from off-campus activities.
6. If an accident occurs or is likely to occur when students engage in an off-campus activity, a report shall be immediately submitted to NKUHT, so as to immediately assist students in dealing with the accident, or likely accident, and provide proper care for students.
7. Participants (including groups and individuals) of off-campus student activities must not go into the areas where civilians are restricted to enter, prohibited from entering or ordered to leave as announced by the commander of the Emergency Operation Center. Those who violate such rules will receive a fine between NT\$50,000 and NT\$250,000 by the competent authority in accordance with Article 39 of the Disaster Prevention and Protection Act, and shall be subject to the Student Merit and Penalty Regulations depending on the severity of the situation.
8. The Guidelines shall be included in the student orientation handbook and available on the NKUHT website for students to access after statutory procedures are completed. The promotion to the parents and faculty members shall be strengthened so that NKUHT can combine the efforts of the parents and faculty members in jointly maintaining off-campus activity safety.
9. The Guidelines shall come into effect after being adopted at the Administrative Meeting and approved by the President. The same procedure shall also apply to the amendments.