

# **National Taiwan Normal University Regulations Governing Safety Guidance in Student Off-Campus Activities**

Approved at the 82<sup>nd</sup> University Affairs Committee on January 16, 2002

Article 1 The Regulations Governing Safety Guidance in Off-Campus Activities (the “Regulations”) are promulgated in accordance with the Ministry of Education’s official letter of Tai(83)-Hsunzi No. 060344 Implementation Directions for Enhancing Student Safety and Campus Security dated November 9, 1994, and Tai(90)-Hsun(2)-Zi No. 90164066 dated November 19, 2001.

Article 2 The student off-campus activities in the Regulations refer to off-campus activities, including field trips, group travels, or training, competition and exhibition activities, organized by the University’s administrative units, departments, graduate institutes, classes or student clubs.

Article 3 The University shall take the following actions to enhance the emergency response capabilities of faculty members and students for safety in off-campus activities.

1. Making good use of assemblies, military training classes or other learning activities to invite safety specialists to teach various first aid skills to strengthen the emergency response and treatment skills of all faculty and students.
2. At the beginning of each semester, student club leaders and class representatives are required to participate in the University’s club leader workshop. The course content shall include safety precautions for off-campus activities, disaster prevention awareness, post-disaster emergency response measures, and off-campus actions that may violate the law. The contents shall be posted on the University website for all faculty and students to access, and the workshop participants shall also inform their peers of the information at club or class assemblies.

Article 4 The following rules shall be observed when organizing off-campus activities for students.

1. Documents shall be submitted to the University for recording one week before departure. Documents shall include an activity application form, activity plan, participant list, parent consent forms from underage students, and a copy of insurance documents, where all participants and transportation vehicles shall be insured for at least NT\$1 million per person. If the activity is likely to be dangerous due to weather conditions or other factors, it shall be postponed or canceled as recommended by the University.

2. A detailed itinerary and planned activity content shall be included in the activity plan. Participants shall be assigned task groups and safety and contingency matters be planned according to the nature of the activity.
3. The weather conditions in the area where the activity is taking place shall be closely monitored one week prior to the event. If the event may be dangerous due to weather conditions, it shall be canceled or postponed. If a major natural disaster warning, such as a typhoon, is issued during the event, activities shall be suspended immediately. If the students are unable to return home immediately, they shall inform the University of their location and situation to facilitate the subsequent provision of necessary assistance.
4. The activities shall proceed according to the planned itinerary and special attention be paid to the safety of the routes taken. Students shall return at the planned time and those who leave the group in advance shall inform and receive consent from the person in charge of the event.

Article 5 Students shall report to the University immediately when an accident occurs or there is a possibility of an accident occurring at an off-campus activity to enable the school to provide real-time assistance in dealing with the incident and for the students to receive proper care.

Article 6 Student off-campus activities, including groups and individuals, are not allowed to enter areas that have been restricted or prohibited from entering or ordered to evacuate by the Central Emergency Operation Center. Violators shall be subject to the penalties prescribed by law according to severity of the violation.

Article 7 The person in charge of the event shall be punished according to the University's Rewards and Disciplinary Guidelines if the event has violated the provisions of Article 4 herein, regardless of whether the participants have returned to the school safely.

Article 8 After reporting to the Ministry of Education, the Regulations shall be compiled in the student handbook and placed on the University website for students to access. The University shall also engage parents and faculty members to jointly guide the safety of students in off-campus activities by raising their awareness on the issue.

Article 9 The Regulations and any amendments thereto shall become effective after approval by the University Affairs Committee and reported to the Ministry of Education for recording.