

TKU Regulations for Safety Guidance of Off-campus Student Activities

TKU Regulation No. 1000001612 (06/20/2011)

Article 1

In order to enhance the safety guidance of off-campus student activities, this set of regulations is especially enacted.

Article 2

What these regulations refer to as off-campus student activities means activities like off-campus instruction, group travel, leisure time activities, training, contests, exhibitions held by the various administrative offices, colleges, departments, institutes, classes, or student associations.

Article 3

In order to promote the emergency response ability of students and teachers of the university and maintain the safety of off-campus student activities, related offices should adopt the measures listed below:

1. Taking advantage of meeting times, military training classes and other related activity opportunities, invite specialists to instruct various protective competencies to strengthen the response and first-aid ability of all teachers and students.
2. When the semester starts, require those responsible for student associations and class leaders to participate in the school's association cadre training session. The curriculum should include safety items to pay attention to for off-campus student activities, concepts of preparedness for natural disasters, after disaster emergency response measures and possible illegal behavior of off-campus student activities. Put the course contents on the university's website for the reference of all teachers and students. Those individuals who participated in the training should also after the activity is over at a meeting of the student association or class make known what they have learned.
3. TKU should strengthen the outreach to heads of households and teachers so that the school can link up their power to help jointly maintain the safety of off-campus student activities.

Article 4

【6-16】

Personnel who are responsible for holding off-campus student activities should comply with the regulations listed below:

1. Prior to the activity, all application procedures required by the related offices should be completed; after the activity no supplementary application is allowed.
2. The contents of any activities held for mountain climbing, greeting new arrivals, graduation trips, off-campus instruction, etc. need to be reviewed, so when making the application turn in also the following materials:
 - a) Activity application form, activity plan (including an expenditure budget form), name list of participants, and safety insurance information.
 - b) Copies of related information for the tour vehicle (including the company business enterprise registration certificate, the tour vehicle registration, the chauffer's driver's license), and copies of the business registration certificate for the tourist areas.
3. Any activities with two or more days of accommodations require a letter of consent by the head of household and additionally a professional leader responsible for the group.
4. The activity plan should list in detail the travel route, program contents and an overview of the nature of the activities assigned to the task group participants. Moreover they should address required safety knowledge and response arrangements for the nature of the activities planned.
5. When because weather or force majeure factors cause the activity to be exposed to possible danger, the organizers should of their own accord cancel the activity or postpone it. If during the course of the activity a major disaster alert like the announcement of a typhoon happens, the activity should be immediately discontinued. If there is the risk of an accident occurring, it should promptly be reported to the university.
6. When the plan is being implemented, safety should be of special concern. The group should return according to the scheduled time. Those leaving before the scheduled time of return should report to the person responsible for the activity for permission to do so.

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Article 5

If there are any who violate the related regulations of the preceding article, regardless if they return to the school safely or not, the individual responsible for the activity shall without exception be disciplined according to school regulations.

Article 6

Off-campus activities shall not enter areas that are restricted by the commanding officer of the disaster response center, or that are forbidden for people to enter or where one is ordered to leave. Besides fines of from NT\$50,000 to not more than NT\$250,000 assessed by the authorities in accord with Article 39 of the Disaster Prevention and Protection Act, any violators shall be disciplined in accord with related school regulations.

Article 7

This set of regulations will take effect on the date of its publication after being passed in a TKU administrative affairs meeting. The same applies to any later amendments made.