

Kaohsiung Medical University (KMU)

Guidelines on Student Safety in Off-campus Activities

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Article 1 These Guidelines are formulated in accordance with the “Guidelines for Enhanced Maintenance of Student Safety and Campus Peacefulness” promulgated in the letter reference Tai (83) Xun Zi No. 060344 of the Ministry of Education dated Nov. 9, 1994, and the letter reference Tai (90) Xun (2) Zi No. 90164066 of the Ministry of Education dated Nov. 19, 2001.

Article 2 The purposes of these Guidelines are to formulate safety specifications for students in off-campus activities, increase their safety knowledge and skills in off-campus activities, let them know the responsibilities and obligations they should fulfill, and collect the strengths of all faculty members and students of KMU to maintain the safety of students in off-campus activities together.

Article 3 The off-campus activities indicated herein refer to the students’ off-campus learning (including internship, probation, visits, etc.), training, competitions, exhibitions, research and learning, leisure, travels and educational activities held by KMU’s various administrative units, departments, graduate institutes, class or student clubs, camps, departmental associations, societies or other groups.

Article 4 In order to strengthen the teachers’ and students’ abilities in response to emergencies in off-campus activities, KMU should use the time of different assemblies, Military classes, Physical Education classes as well as research and learning activities to teach students the knowledge, skills and requirements of safety precautions in different kinds of off-campus activities, or invite professionals to provide students with similar knowledge, so as to increase the teachers’ and students’ abilities to protect their safety during emergencies.

Article 5 To maintain the safety of students in off-campus activities, the following measures should be taken:

1. When a department or graduate institute holds any unplanned off-campus teaching, internship, probation or experiments, the department or graduate institute concerned should submit an application to the Office of Student Affairs beforehand. For

departmental associations or clubs, they should submit applications to the Division of Extracurricular Activities, the Office of Student Affairs. For classes, they should submit applications to the Military Office, the Office of Student Affairs. The related units thereby know what off-campus activities students will attend.

2. Advisers should actively take part in the activities of their classes, and give students advices on the planning and implementation of the activities.
3. Emergency (Accident) Handling Flow Chart should be drawn out for students to establish standard handling procedures of emergency (accident) for students, and reported to the senior units in accordance with Campus Safety Case Reporting Procedure of the Ministry of Education, in order to integrate the rescue resources.
4. In the event of an off-campus accident happened to students, if required, the local police department should be immediately informed to offer rescue. If necessary, military force should be contacted to support the rescue.
5. When student groups (clubs, camps, departmental associations, societies) plan to hold different kinds of off-campus activities, the Division of Extracurricular Activities should examine the activities in accordance with Guidelines on Extracurricular Activities of KMU so as to maintain the safety of students. The team having passed the examination should submit a photocopy of the related information to the Military Office for subsequent safety control.

Article 6 Students holding off-campus activities should comply with the following regulations:

1. Student groups holding off-campus learning (internship, probation), travels, visits, graduation trips, class trips, hiking or field trips should make careful planning beforehand. The journey (routes), traffic vehicles, and selection of equipments to be carried with and accommodation places should all take safety into consideration first.
2. For off-campus activities in mountain areas or disaster-affected areas, the organizer should submit an Activity Plan, a name list of participants (hiking groups should particularly appoint a qualified leader, guide and a qualified first-aider to join the hiking), a list of equipments to be carried with, group insurance policy (safety insurance for both participants and vehicles, with insurance amount at minimum NT\$1,000,000 per person), letters of agreement from parents or guardians, and phone numbers of emergency contact persons, to the Division of Extracurricular Activities for examination and approval two weeks before setting off. After approval is obtained, the Military Office has to be informed of the activity.
3. The Activity Plan aforesaid should contain an itinerary with planned contents. The participants, depending on the nature of activity, should be divided into groups with duties assigned. Focusing on the nature of activity, safety requirements and responses to emergency have to be planned.
4. One week before activities are held, pay close attention to the weather of the place of activity. Before the activity, if it is found that there

may be danger to the activity to be held for the reason of weather, the activity should be cancelled or postponed. In the event of a typhoon or a warning announcement of a severe natural disaster during the period of the activity, the activity should be stopped immediately. If the participants fail to return to KMU (or delay their return), they should contact KMU and let KMU know their locations and situations so as for KMU to provide necessary assistance.

5. The actual itinerary should follow the one on Activity Plan. For every route students pass by, they should particularly pay attention to safety. Avoid any sudden change of the itinerary. None of the participants should leave the team without permission of the leader.
6. Do not enter any prohibited or restricted area. Students in violation of this item not only shall be punished in accordance with the law (fined NT\$50,000~NT\$250,000 in accordance with Clause 39 of Disaster Prevention and Response Act), but also shall be reviewed or punished in accordance with the related punishment regulations of KMU, depending on the seriousness of such violation.
7. Avoid entering any dance halls, pubs, audio-visual entertaining stores, internet cafes, billiard halls or department stores with their business operation unapproved by the government.

Article 7 Students having encountered an accident or finding themselves have a possibility to encounter an accident in an off-campus activity should immediately report their conditions to KMU so as for KMU to assist the students in dealing with the accident instantly, and give the students proper care.

Article 8 Should there be students violating the stipulations of Article 6 of these Guidelines and thus causing an accident in an off-campus activity, the person-in-charge of the activity or the related person(s) with misconduct shall be punished in accordance with the Regulations of KMU, even if the students have returned to KMU safely.

Article 9 These Guidelines are included in Student's Handbook after being submitted to the Ministry of Education for reference, and also uploaded to KMU's website for students' reference. Related safety propaganda shall be strengthened amongst the parents of students and faculty members of KMU. Efforts of parents and faculty members shall be combined to achieve safety of students in off-campus activities.

Article 10 Having been approved at the university affairs meeting, and submitted to the Ministry of Education for reference, these Guidelines are implemented from the date of announcement. Any amendments to the Guidelines shall also be processed in the same way.