

長榮大學校外學生活動安全輔導辦法

Chang Jung Christian University Regulations Governing the Supervision of Off-Campus Student Activities

91.01.03 行政會議通

Approved by the Administrative Affairs Meeting on 2002.01.03

91.01.17 九十學年度第一學期期末校務會議通過

Approved by the University Affairs Meeting at the end of the 1st semester in 2001 academic year on

2002.01.17

91.02.04 教育部同意備查

Consent of the Ministry of Education for Referencing Filing on 2002.02.04

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2012.12.05

92.01.23 教育部同意備查

Consent of the Ministry of Education for Reference Filing on 2003.01.23

第壹章 總則

Chapter I General Provision

第一條 為加強本校學生校外學生活動安全，落實學生校外學生活動安全體制，確保同學生命 safety，依據教育部八十三年十一月九日台（八三）訓字第○六○三四四號函頒「加強維護學生安全及校區安寧實施要點」，及教育部九十年十一月十九日台（九○）訓（二）字第九○一六四○六六號函特訂定本辦法。

Article I: This set of Regulations is instituted in accordance with the “Guidelines for the Reinforcement of Student Safety and Campus Tranquility” under Ministry of Education Letter Tai (83)-Xun-Zi No. 060344 dated November 9 1994 and Ministry of Education Letter Tai (90)-Xun(2)Zi. No. 90164066 dated November 19 2001 for the reinforcement of the safety of students in off-campus activities and the realization of the system for the safety of off-campus study activities.

第二條 專有名詞之定義：

Article II: Terms and definitions:

- 一、校外學生活動：包含本校各行政單位及各系、所、班或學生社團辦理之各項校外教學、登山、露營、國內外旅遊及國外遊學等非於本校校區範圍內舉行之各項活動。
- 二、Off-campus student activities: These are the activities organized by the administrative functions, departments, graduate schools, classes or student organizations of the University. Not for activities held within the campus of the University, including field study, hiking, camping, domestic and overseas tourist travelling, and overseas study tours.
- 三、校外學生活動管理單位：由本校學生事務處課外活動組（簡稱課外組）負責，以下簡稱管理單位。
 1. The competent authority of off-campus student activities: The Extracurricular Activities Section of the Office of Student Affairs (also known as the “Extracurricular Section”) shall act as the competent authority (hereinafter referred to as “the competent authority”).
- 四、校外學生活動輔導單位：本校各系所、學生事務處軍訓室及生活輔導組等相關單位，以下簡稱輔導單位。
 2. The supervisory bodies of off-campus student activities: the departments, graduate schools, the Military Training Room and Student Life and Residential Services Section of the Office of Student Affairs are related supervisory bodies (hereinafter collectively referred to as the “supervisory bodies”).

第貳章 校外學生活動安全之輔導

Chapter II Supervision of the Safety for Off-Campus Student Activities

第三條 本校為增進本校師生緊急應變能力，維護校外活動安全，應採取下列作為：

Article III: The University proceeds to the following for the strengthening of the capacity of the faculty, staff, and students in response to emergency and the safety of off-campus activities:

- 一、利用各種集會時間、軍訓課、班會及其他相關研習活動時機，請專業人員、導師或系教官教導各種防護知能，加強全體師生應變與急救能力。
 1. Invitation of professionals, tutors, or department education officers to give lectures in all kinds of assemblies, military training courses, class meeting and related seminars to give lectures and coach the

faculties and students on the knowledge of safety and strengthen their capacity in responding to emergency and in first-aid.

- 二、於每學期期初，召開校外學生活動安全相關會議或研習活動，要求學生社團負責人及班代務必參加。課程內容包含：校外活動安全注意事項、防災觀念、災後緊急應變措施及校外活動可能觸法之行為，並將課程內容放置於學校網站上供全體師生查閱，受訓人員亦應於受訓後於社團或班級集會時宣導週知。
2. The University calls for meetings or seminars on safety of off-campus student activities at the beginning of the semester, and request all persons in charge of student organizations and class representatives to attend. The content of the meetings and seminars will cover: important notice to safety of off-campus activities, the concept of disaster prevention, response to disaster and the legal concern of off-campus activities. The content will also be posted at the official website of the University for the viewing of all faculty members, staff, and students. The trainees will disseminate the knowledge and ideas to their organizations or classes in relevant meetings after the training.
- 三、各行政單位及各系、所、班級或學生社團辦理各項校外活動時，應由隨隊老師、領隊或總召辦理行前講習會。行前講習會內容應包含活動安全、住宿安全、生活管理等應注意事項，並請參加同學於校外活動時，需遵守本校校規，維護本校榮譽。
3. Before setting out for off-campus activities, all administrative functions, departments, graduate schools, classes, or student organizations of the University shall be coached by the accompanying faculties, leaders or convener of the activities on the safety of the activities, security of lodging, and life management. Students are also requested to duly observe the University Regulations at the time of off-campus activities for preserving the reputation of the University.

第參章 校外學生活動之申請

Chapter III Application for off-campus student activities

第四條 校外學生活動申請應準備之文件

凡本校班級、社團及系學會辦理校外學生活動，需依規定備齊下列文件，提出校外活動申請，供管理單位及輔導單位查驗。需準備的文件如下：

Article IV: Documents required for application of off-campus student activities

The following documents shall be required for all classes, student organizations, and department organizations for applying the permission if they intend to organize off-campus student activities. These documents shall be subject to the review and verification of the competent authority and the supervisory bodies. The detail of the documents is specified below:

- 一、校外學生活動申請表。
 1. Application for off-campus student activity.
- 二、校外活動計劃書。
 2. Off-campus activity plan.
- 三、領隊（嚮導）簡歷，國外旅遊活動需附交通部頒發之國際領隊執照，登山活動需附嚮導證影印本。
 3. The profile of the leader (tourist leader) is required. If the activity is an overseas trip, this person must be licensed as an international tourist leader by the Ministry of Transportation and Communication. For hiking, a photocopy of the guide is required.
- 四、活動人員名冊。
 4. The list of participants.
- 五、家長同意書。
 5. The letter of consent from the parents.
- 六、保險證明文件，每人至少需辦理新台幣壹百萬元意外險並附加新台幣拾萬元醫療險之保險。
 6. Insurance documents, each person need to have at least NT\$1 million of accident insurance, including NT\$1 million of medical insurance.
- 七、租用客車之公司營利事業登記證，遊覽車司機之駕駛執照及行車執照。
 7. The business registration certificate of the transport service company for providing rental vehicles, tourist bus driver shall be properly licensed and a basic driver license.
- 八、其他管理單位視實際需要而要求之相關文件。
 8. Any other documents as the competent authority deems necessary.

第五條 校外學生活動申請流程

校外學生活動之申請流程如下：

Article V: Procedure for application of off-campus student activities

The procedure for the application of off-campus student activities is specified below:

- 一、填妥校外學生活動申請書；班級辦理者送系主任及班導師簽核，

社團辦理者送社團指導老師簽核，系學會辦理者送系主任及系學會指導老師簽核。

1. Fill in the application for off-campus student activity, refer to the dean of department and class supervisor for approval by signing as in the case of activity of the class, the supervisor for approval by signing as in the case of the activity of the student organization, and to the dean of the department and department supervisor for approval by signing as in the case of activity of the department.
- 二、活動前一週星期一之前將活動申請書及校外活動計劃書送課外組初核。
2. Submit the application and the off-campus activity plan to Extracurricular Activities Section for preliminary review on the Monday 1 week prior to the date of event.
- 三、課外組初核及校外學生活動安全管制登錄。
3. Preliminary review by the Extracurricular Activities Section and registration for control of off-campus student activity safety control.
- 四、課外組將活動申請表送會相關單位。
4. The Extracurricular Activities Section will refer the application to relevant units.
- 五、相關單位審核完畢送課外組複核。
5. Related units review the application and return the application to Extracurricular Activities Section for a second review.
- 六、活動前五天（不含例假日）繳交尚未齊備之相關文件，未交齊者者取銷校外學生活動申請學務長審核。
6. Present the missing documents 5 days prior to the day of the event (excluding weekend and recognized holidays). Applications without the support of all required documents will be cancelled before the application for off-campus student activity can be referred to the Dean of Student Affairs for final approval.
- 七、審核通過，准予辦理活動。
7. The activity can be launched upon approval.
- 八、國外遊學活動需由辦理單位以專案簽呈方式，併同遵照上述一至七款之規定，報請校長核定後方可實施。且需指定本校專任教職員擔任活動領隊，負責參加同學各項活動管理及生活管理等各項事宜。
8. For overseas study tours, the organizer shall apply with a petition and follow steps as stated in I to VII as mentioned subject to the

final approval of the University President. In addition, a full-time faculty member of the University shall be designated as the leader of the team who will participate in the management of the activities and life management and related matters.

第六條 校外學生活動核准後遇天然災害發生之處理
本校學生申請校外學生活動核准後，遇下列情形，為確保同學安全，管理單位應立即以口頭、電話、傳真方式要求申請單位停止辦理活動，不得有任何異議：

Article VI: Procedure for the occurrence of natural disaster after an application for off-campus student activity has been approved

If any of the following occurs after an application for off-campus student activity has been approved, the competent authority shall contact the organizer verbally, by telephone or fax to request for halting the activity for the safety of the students. The organizer shall comply accordingly:

1. 中央或地方氣象、災害防救單位發佈颱風警報、土石流警報等天然災害警報。

Warning of typhoons, mudslide and other natural disasters issued by the central or regional weather and disaster prevention and recuse authorities.

2. 該活動地區發生暴動、動亂、疾病傳染等情況。

Riot, civil turbulence, and contagious diseases in the district of the activity.

3. 該活動地區經中央或地方主管機關宣佈為不得前往地區。

The activity area has been declared not allowed to enter by central or local authorities.

4. 其他本校管理單位認定足以影響同學安全時。

The administration of the university deems that the district is not safe for the students.

第肆章 校外學生活動意外災害防範與處理

Chapter IV Prevention and response to accidents in off-campus student activities

第七條 校外學生活動意外災害防範

Article VII: Prevention of accidents in off-campus student activities

本校學生辦理校外學生活動，隨隊指導老師、領隊及活動負責人應瞭解當地警政機關、救災機關、當地學校教官室、本校管理單位及本校24 小時教官執勤專線聯絡方式，並應注意天候、地形，並配合氣象、災害防救單位警報之發佈，遠離標示危險或公告限制進入、強制離開之地區。校外學生活動地點之選擇，應參照觀光局核准之

風景旅遊區名冊妥適規劃，並應遵守各旅遊地區之規定。如有過夜住宿，應選擇符合消防安全規定之地方過夜；如有過夜露營，應選擇自然環境安全之營地。

In accompanying off-campus student activities of the University, the faculty members, leaders, and the person in charge of the activity shall understand the means of communications with local police, rescue agencies, office of the education officers in schools of the district, the competent authority of the University, and the 24-hour hotline for the duty officer of the University. They shall also pay close attention to the weather and topography of the district, and respond to the alerts given by the weather forecast and disaster rescue and relief agencies thereby keep out from dangerous zone or areas banned for admission and compulsory compulsion. The locations for selection as the spot for off-campus student activities should preferably be scenic places approved by the Bureau of Tourism with proper planning and observation of the rules and regulations of relevant tourist spots. If the activity involves overnight lodging, choose the place safe from fire hazard for the night. For camping, consider the safety of the natural environment for the campsite.

第八條 校外學生活動意外災害之處理

Article VIII: Response to accidents in off-campus student activities

本校學生辦理校外學生活動，如有意外災害發生，隨隊指導老師、領隊及活動負責人應保持冷靜，研判受害情況並立即通知本校管理單位及本校24小時教官執勤專線並且與當地警政機關、救災機關、當地學校教官室聯絡請求就近支援。本校管理或執勤單位在接獲通報後，應依據本校校園安全實施計畫成立處理小組，並依照本校學生緊急事件處理流程處理。

In the event of an accident in the course of an off-campus student activity, the accompanying faculty members, leader, and person in charge of the activity shall remain calm and make judgment on the situation, and contact the competent authority of the University, the 24-hour hotline for duty officer of the University, and local police, disaster and rescue agency, the Military Instructor Office in schools in the neighborhood for support. On receiving the report, the competent authority or duty officer of the University shall establish a task force in accordance with the Campus Safety Enforcement Plan, and proceed to the procedure of students in emergency.

第五章 罰則

Chapter V Penalty

第九條 辦理校外學生活動違反災害防救法相關規定之處理

Article IX: Action to violation of the Disaster Prevention and Rescue Act in off-campus student activities

本校學生辦理校外學生活動，不得進入已由災害應變中心指揮官公告限制或禁止人民進入或其離去之地區，如有違反規定，除由主管機關依災害防救法第三十九條規定處新台幣五萬元以上二十五萬元以下之罰鍰外，該社團及系學會負責人及活動負責人依本校校規由管理單位報請學生獎懲委員會處以大過以上之處分。

Off-campus student activities shall not be held in areas banned or restricted for admission or for immediate evacuation by the commanding officer of the disaster rescue center. The offenders will be liable to a fine ranging from NT\$50,000 to NT\$250,000 pursuant to Article 39 of the Disaster Prevention and Response Act of the competent authority. In addition, the person in charge of the student organization and department organization as well as the person in charge of the activity shall be reported by the competent authority of the University to the Student Reward and Punishment Committee for punishment to demerit or a more serious level.

第十條 未依規定提出校外學生活動申請處理

Article X: Failure to submit application for off-campus student activities as required

本校學生未依規定向管理單位提出校外學生活動申請而擅自辦理活動，經查明屬實者，該社團或系學會負責人及活動負責人依校規處理。

Students of the University who fail to apply for off-campus student activities and directly proceed to holding the activity shall be punishable. If the offense is confirmed, the person in charge of the student organization or the department organization, and the person in charge of the activity shall be punishable by University Regulations.

第十一條 未依規定提出校外學生活動申請或不依規定停止辦理活動，發生意外災害之處理

Article XI: Response to an accident for off-campus student activities without application for permission or suspension as required

本校學生未依規定向管理單位提出校外學生活動申請，或遇到第六

條之情況經管理單位要求不得辦理活動者而仍擅自辦理活動，因而造成意外傷害，除醫療費用及責任需自行全額負擔外，該社團及系學會負責人及活動負責人依本校校規由管理單位報請學生獎懲委員會處以大過以上之處分。

Students of the University who failed to apply for off-campus student activities and directly proceed to the activity or, on circumstances as stated in Article VI that dictated for the suspension of the activity but the students concerned still proceed to the activity, to the extent that injury is inflicted in the accident, the students concerned shall be fully responsible for the expenses incurred from the medical treatment thereof. In addition, the person in charge of the student organization or the department organization, and the person in charge of the activity shall be reported by the competent authority of the University to the Student Reward and Punishment Committee for punishment to demerit or a more serious level.

第十二條 未遵守校規破壞本校校譽之處理

Article XXII: Action in response to violation of University Regulations and damage to University reputation

本校學生參加各項校外活動其行為仍應遵守本校校規及各項規定，維護本校校譽。隨隊老師、領隊或總召亦有義務督促參加活動人員行為舉止之責任。如有違反本校校規者，隨隊老師、領隊或總召應於活動結束後七日內告知管理單位犯規事實，並依本校校規議處。

Students who participate in off-campus student activities shall duly observe the University Regulations and other applicable rules and regulation to protect the reputation of the University. The accompanying faculty members, leader, or the person in charge of activities shall be obliged to make sure all participants behave. In case of violation of University Regulations, the accompanying faculty members, leader, or the person in charge of activities shall report to the competent authority of the University the fact of the offense and proceed to University Regulations for further action within 7 days after the activities.

第陸章 附則

Chapter VI Miscellaneous

第十三條 本輔導辦法施行細則由管理單位訂定之。

Article XIII: The competent authority of the University shall institute the enforcement rules of this set of Regulations.

第十四條 有關校外學生活動安全之輔導，本辦法未規定者，適用本校其他相關之規定。

Article XIV: The supervision of safety in off-campus student activities shall be governed by other regulations of the University further to this set of Regulations.

第十五條 本辦法經校務會議通過，陳校長核定後實施，並送教育部備查，修正時亦同。

Article XV: This set of Regulations shall be subject to the resolution of the University Affairs Meeting and the final approval of the University President for implementation, and forwarded to the Ministry of Education for reference filing. The same procedure is applicable to any amendment thereto.