

NCTU Management Guidelines for Winter/Summer Camp Activities

Formulated by the 3rd session of the Student Affairs Council in the Academic Year 2013 on Mar 24, 2014

- Article 1 These management guidelines (hereinafter referred to as these guidelines) have been formulated to assist NCTU student clubs in the organization of winter/summer camp activities as well as ensure the maintenance of a quiet campus environment during activities, the formation of positive personal habits, and a full compliance with relevant university regulations.
- Article 2 Camps are defined as activities which are organized or co-organized by student associations of NCTU departments or student clubs which have been approved by the Office of Student Affairs. Camps organized by student associations must be approved beforehand by the deans of the home departments or institutes. All camp activities shall be reviewed and approved by the Extracurricular Activities Division.
- Article 3 Student clubs are considered the main organizers if student club members account for at least 80% of the camp personnel and co-organizers if club members constitute at least 50% of the camp personnel.
- Article 4 The design of camp activities must conform to relevant national laws and regulations and the NCTU covenant for camp activities. These activities shall also abide by ethical principles and shall not affect campus security. Violators will be penalized in accordance with relevant regulations
- Article 5 Student clubs shall submit proposals to the Division of Extracurricular Activities for review by October 15 and March 15, respectively. The Division of Extracurricular Activities shall convene a review meeting in early November and April to complete the assessment process.
- Article 6 The proposals shall specify the names of the main organizing units, a list of the camp coordinators and work personnel as well as contact methods, camp dates, activity contents and locations, boarding periods and locations, recruitment targets, and fee payment and refund standards. Co-organizers and sponsors must also be indicated.
- Article 7 Review meetings are attended by the Director of Extracurricular Activities, the Director of the Student Housing Section, the Director of the Military Training Office, one representative of the guidance personnel of the Division of Extracurricular Activities, the Director of the Associated Student Body, the convener of the Activity Center Committee, and the convener of the Department Student Association Committee. The Director of Extracurricular Activities serves as the chairman.
- Article 8 The Division of Extracurricular Activities shall complete the boarding arrangements

and determine the venues and equipment usage times for camp activities before November 20 and April 20, respectively

Article 9 If it is detected that the actual activities do not conform to the contents of the submitted proposals, the Division of Extracurricular Activities is authorized to suspend camp activities without further notice and cancel the right to use venues and equipment. The right of said student club/association to organize camp activities shall be suspended for one year from the date of the violation. The student club/association shall be held responsible for any losses caused by the suspension of activities.

Article 10 Venues (including dorms) and equipment may be used for camp activities in accordance with the regulations of the management units and shall be restored to their original condition after use and returned within the specified deadline. If damage to public property is detected or equipment is not returned in a timely manner, usage rights may be terminated immediately. Organizers shall be liable for full compensation of damages to equipment and facilities

Article 11 These guidelines and all amendments shall be implemented upon ratification by the Student Affairs Council.