

The University of Macau

Guideline For Student Outbound Trips

Document code:	SAO.04/201410/201.r01
Approval date:	8 August 2017
Effective date:	8 August 2017
Supersedes:	SAO.04/201410/201.r00

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Keywords: activities, emergency, insurance, pre-departure orientation, student organizations, student trip

Remarks: Approved by Rector on 8 August 2017 (SAO-SCS/RTO/P011/2017); Summary of changes: (i) trip/activity organizers can appoint appropriate staff/students to serve as trip leaders instead of requiring the trip leaders to have at least one-year experience in leading outbound trips; (ii) the age of participants who must submit written consent by parents or guardians is changed from 25 to 18; (iii) written consent shall be kept by the trip/activity organizers rather than Student Affairs Office and Global Affairs Office; iv) Wordings and numbering have been modified for clarity.

- 1 This guidelines applies to the outbound trips or activities that are organized by the student organizations, Departments, Faculties, or any other teaching or administrative units of the University of Macau (UM). Those outbound trips or activities include:
 - 1.1 Those trips or activities that carry the name of UM;
 - 1.2 Those trips or activities that receive fund, totally or partially, from UM;
 - 1.3 Those trips or activities that are sponsored or co-sponsored by UM.
- 2 All such trips or activities must be approved by appropriate authorities including Rector, Vice Rectors, Faculty Deans, Honours College Dean, Independent Academic Unit Director, Dean of Students, and Residential College Masters.
- 3 The trip/activity organizers should appoint appropriate staff/students to serve as trip/activity leaders based on the nature of the trip/activity.
- 4 When the designed activities require a certain level of physical and mental strength, the trip/activity organizers should carefully evaluate participants' physical and mental fitness for the programme before approving their participation in the trip/activity. As such, participants should be informed of the requirements and provide a medical clearance, if necessary.
- 5 Trip/activity organizers should evaluate carefully the environment of the destination before departure, and, if necessary, consult with experts or appropriate authorities.
- 6 Trip/activity organizers are responsible for preparing an Emergency Action Plan prior to departure (Please refer to Appendix IV for suggestion).

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- 7 The trip/activity organizers must organize a pre-departure orientation (please refer to Appendix I) and provide participants with trip/activity information and emergency action plan.
 - 8 All participating students must share trip/activity information and emergency action plan with their parents or guardians.
 - 9 Any participant under the age of 18 must submit a written consent by his/her parent or guardian for joining in the trip/activity. The trip/activity organizers also have the discretion to require any participant above the age of 18 to submit his/her parent or guardian for participating in the trip/activity. This writing shall be kept by the trip/activity organizers for documentation purposes.
 - 10 Each participant is expected to take part in all activities provided by the trip/activity. Absence from any arranged activities, early leave, or stay over is not permitted, unless prior written consent from the participant's parent or guardian and approval by the authorities listed in Point 2 are obtained. The written consent from the participant's parent or guardian shall be kept by the trip/activity organizers for documentation purposes.
 - 11 In case of an emergency, the trip/activity organizers must follow the protocol to handle the situation and inform all the parties involved, in and out of UM. The emergency report must be submitted within 10 working days to the University authorities.

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APPENDIX I – BEFORE DEPARTURE

- 1 Pre-departure orientation must include:
 - 1.1 The information about safety precautions, insurance information, emergency contact information, and an emergency action plan in case of an emergency situation;
 - 1.2 Information about visa requirement, medical preparation, and health precautions at the destination.
 - 1.3 The trip/activity organizers should advise participants to make copies of their identification document and flight information. They should bring one set to the trip and leave another set with their family members;
- 2 Insurance and Medical preparation:
 - 2.1 The trip/activity organizers should submit the Student Insurance Arrangement Requisition to the Student Affairs Office at least 4 working days before departure to arrange the Personal Accident Insurance and Travel Insurance for all participants (Please refer to the Guidelines on the Insurance for Student Non-local Trips);
 - 2.2 The trip/activity organizers should be familiar with the insurance coverage provided by UM and remind the participants of obtaining additional insurance coverage as they see fit;
 - 2.3 Participants should consult their family doctors about health precautions needed in the destinations, e.g. anti-malaria medication, vaccinations, etc.
- 3 About the destination:
 - 3.1 Pay attention to the safety, health, legal, environmental, political, cultural, and religious conditions in the destination. Contact the Tourism Crisis Management Office (24-hour hotline: 2833 3000 / website: www.ggct.gov.mo) for the latest government travel advisories;

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- 3.2 Be familiar with the procedures for accessing emergency health and law enforcement services in the destinations;
 - 3.3 Beware of local conditions (e.g. weather and geography) and customs (e.g. food and diet) that may have an impact on their health or safety;
 - 3.4 Obey the local laws and be respectful of local customs and religion.

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APPENDIX II – DURING THE TRIP

1. The trip/activity organizers should remind participants of any necessary safety precautions and of being responsible for their own decisions and actions.
2. Avoid places that pose safety threats to students.
3. Participants should safeguard their identification documents, credit cards, money and other valuable belongings during the trip.
4. Participants should support and take care of one another.

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APPENDIX III – AFTER THE TRIP

1. Participants should submit all the medical proof and receipts of medical expense for accidents and injuries of the trip/activity to the Student Affairs Office for insurance reimbursement within 14 days after returning to Macau.
2. Participants should submit a trip report collectively to the responsible unit / department of UM within 30 days after returning to Macau. The report should state the educational activities and learning outcomes, and include recommendation or advice for future participants.

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APPENDIX IV – EMERGENCY ACTION PLAN

1. In case of emergency, below are the suggested actions to be taken:
 - 1.1 Contact the 24-hour Tourism Hotline of the Tourism Crisis Management Office at (853) 2833-3000;
 - 1.2 Seek assistance from local authorities, Embassy or Consulate. The trip/activity organizers should gather the related contact information prior to departure.
 - 1.3 Inform the responsible unit / department of UM about the emergency case and seek necessary support;
 - 1.4 Contact the family of the student involved in the emergency;
 - 1.5 Keep all legal and medical documents as well as all receipts of expenses.

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APPENDIX V – GENERAL SAFETY GUIDELINES FOR NATURAL DISASTER

Below is the safety guideline for natural disaster, as suggested by the Global Affairs Office of UM:

1. Stay calm!
2. Disconnect all electrical appliances.
3. Secure an escape by opening a window or door.
4. Discuss emergency evacuation sites and routes with friends, hosting units, and work out methods of contacting each other.
5. Place a wet towel across your nose and mouth to prevent smoke inhalation.
6. If you are in country prone to earthquakes, ensure you have secured furniture and other easily toppled items so that they do not fall over. If there is an earthquake, get under a study table or desk to avoid falling objects. Stay away from concrete block fences or large object such as vending machines that could fall over. Find something thick/hard to protect your head.
7. Listen to the radio for news and instructions.
8. If you are on the train or other public transportations, follow the directions of the personnel in charge. If you are on the street, find something hard to protect your head from falling objects. If you are in a public area, be careful to avoid panic-stricken crowds rushing toward exits or stairways.
9. Do not try to drive during or after a severe earthquake.
10. After an earthquake or fire, report to the International Office/Office in-charge of your location and safety.