

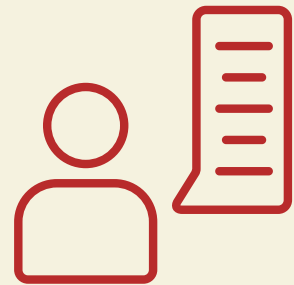


BRIEFING FOR ORIENTATION ACTIVITIES 2023

Dean of Students' Office
7 July 2023

TODAY'S AGENDA

INTRODUCTION



By Dr Cindy LAM
DSTO-SSA

SAFETY FOR ORIENTATION ACTIVITIES



By Ms. Bertha SHUM
HSEO

USE OF FACILITIES AND EQUIPMENT



By Ms Rita YAU &
Mr Justin LI
DSTO-SS & DSTO-SD

HALL ARRANGEMENT



By Mr Don TSANG
DSTO-SHRL

GOLDEN RULES

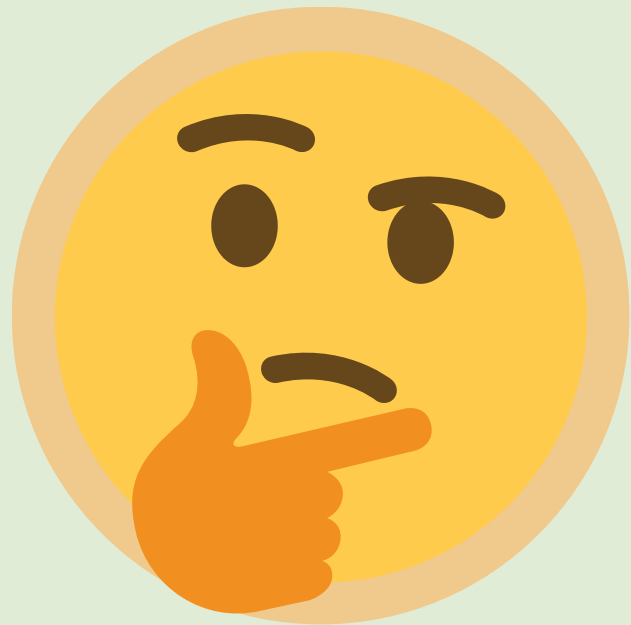


By Mr Apollo LAM
DSTO-SSA



- Highly valued by new students
- Not uncommon we read news with inappropriate behaviors every summer

Student-led Orientation for New Students

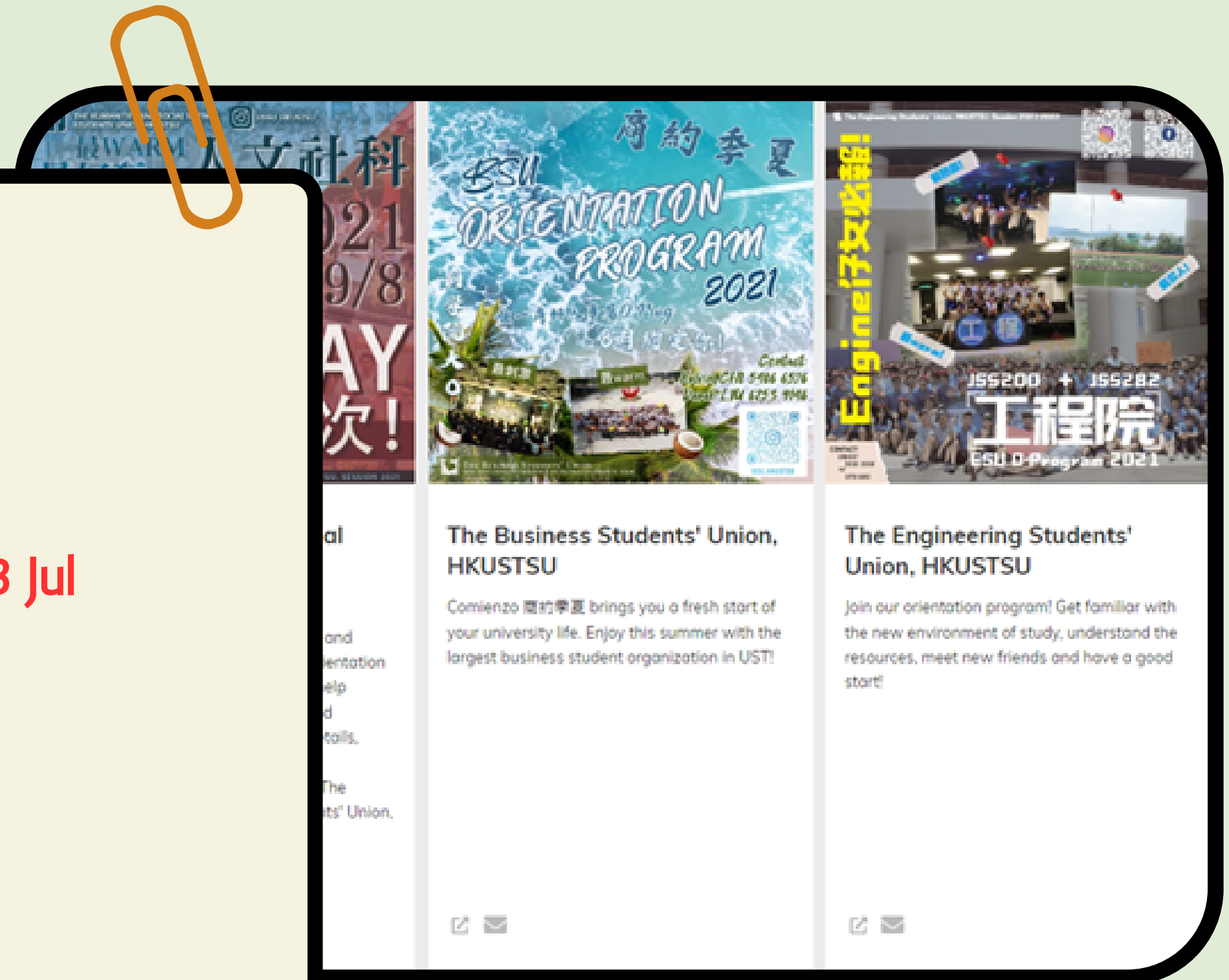


A GREAT OCAMP ???

- Share tips (X tricks)
- Peer support (X pressure)
- Fun \neq noisy, crazy, drunk, "dirty"

REMINDERS

- Submit Promotion information and on NSO Website to newstudent@ust.hk by **12 Jul**
- Submit **Hall Application** to ssa@ust.hk by **23 Jul**
- Submit **Insurance Form** for non-HKUST participants to apolloiam@ust.hk by **28 Jul**



SURVEY TO TAKE

- Please scan this QR code and complete the evaluation survey




- Enquiry: ssa@ust.hk

The background of the slide is a light gray gradient, decorated with numerous realistic water droplets of various sizes. Some droplets are large and prominent, while others are small and scattered. They are rendered with soft shadows and highlights, giving them a three-dimensional appearance.

SAFETY BRIEFING FOR ORIENTATION ACTIVITIES ORGANIZERS

Bertha Shum
HSEO

The background is a light gray gradient. It is decorated with several realistic water droplets of various sizes, some with highlights and shadows, scattered across the frame. In the upper center, there is a faint, circular logo or watermark that is not clearly legible.

2358 8999

The background of the slide is a light gray gradient, decorated with numerous realistic water droplets of various sizes. Some droplets are large and prominent, while others are small and scattered. They are positioned around the central text, with some appearing to be on the surface and others slightly above it, creating a sense of depth and texture.

PARTY ROOMS?
REMOTE SITES?
CLUBS?
BEACHES?

COMMON HAZARDS OF STUDENT ORIENTATION ACTIVITIES

☐ TRIP/SLIP/FALL OF PERSON

☐ TRAFFIC

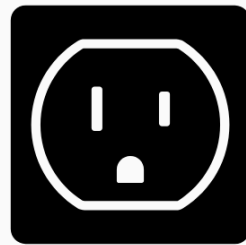
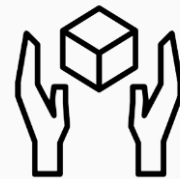
☐ FIRE AND FACILITY

☐ ELECTRICITY

☐ FOOD POISONING

☐ UAV

☐ CRIMINAL BEHAVIOR



The background is a light gray gradient. In the top-left and bottom-right corners, there are several realistic-looking water droplets of various sizes, some overlapping. The text is centered in the middle of the image.

TRIP/SLIP/FALL OF PERSON

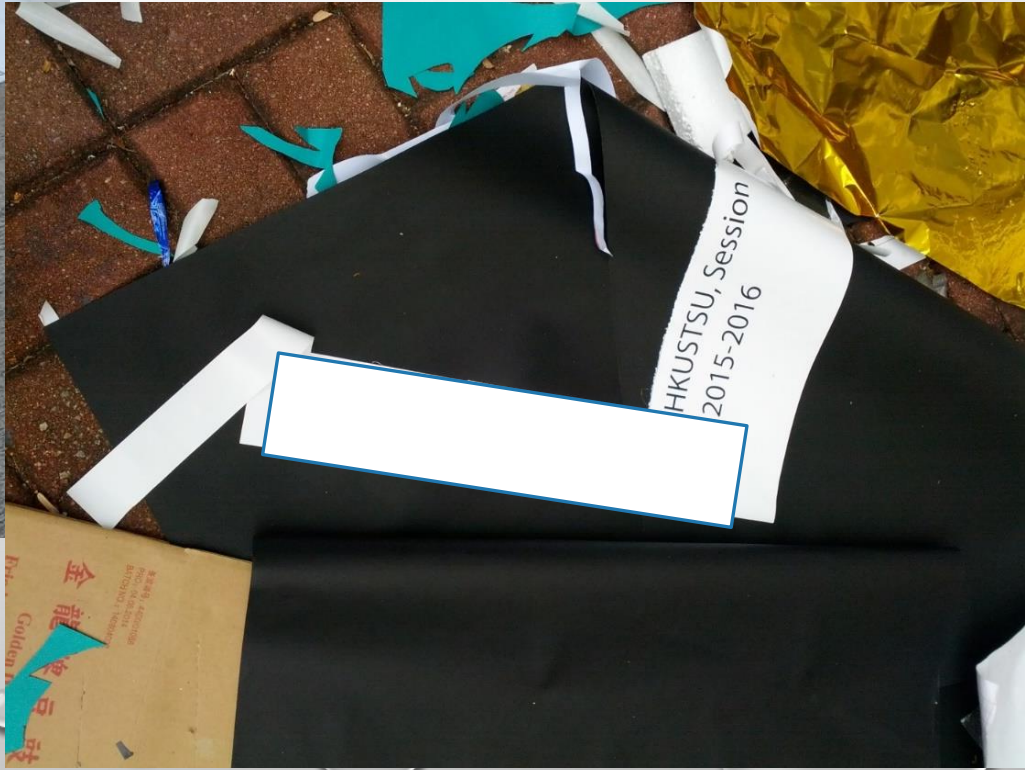






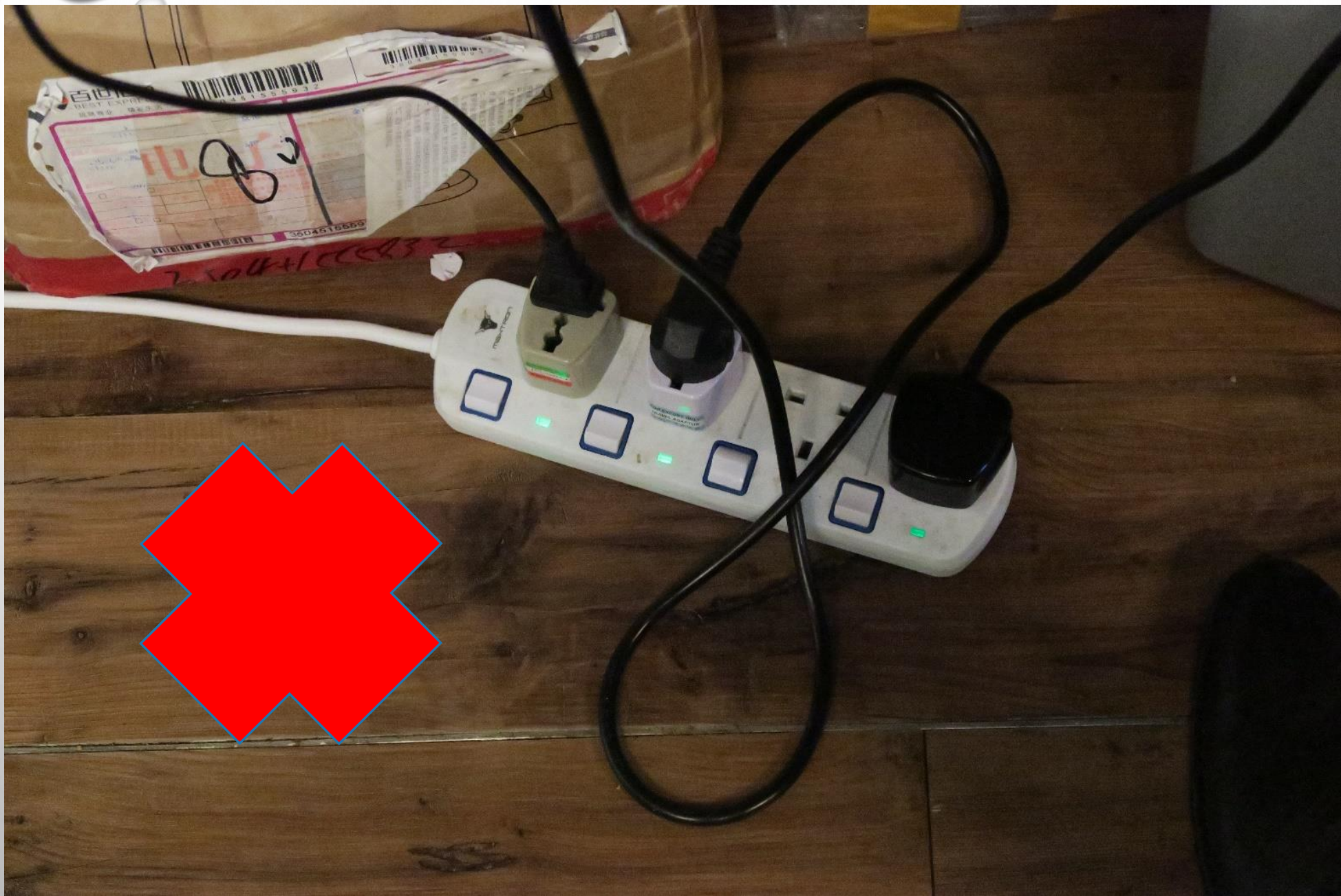


TRAFFIC



The image features a light gray background with a subtle radial gradient. In the top-left and bottom-right corners, there are clusters of realistic water droplets of various sizes, rendered with soft shadows and highlights. A faint, circular, textured pattern is visible in the upper center of the image.

ELECTRICITY





The background is a light gray gradient. In the top-left and bottom-right corners, there are several realistic water droplets of various sizes, some overlapping. A faint, circular, embossed-like seal is visible in the upper center of the page, behind the main text.

FIRE AND FACILITY

How to Properly **Use** a Fire Extinguisher



While the specifics may vary depending on the model you own, most fire extinguishers operate the same basic way. Stand six to eight feet away from the fire and remember to **PASS**:

P_{ULL}



1. Pull the pin at the top to break the tamper seal.

A_{IM}



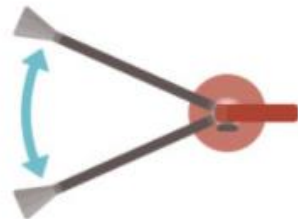
2. Aim the extinguisher low, pointing the nozzle at the base of the fire. Do not aim at the flames themselves.

S_{QUEEZE}



3. Squeeze the handle to release the extinguishing agent.

S_{WEEP}



4. Sweep the extinguisher from side to side, continuing to aim at the base of the fire until it appears to be out.













FOOD POISONING







THERE ARE
SOMETHING IN
COMMON

WE WANT YOU TO FOLLOW HKUST FOOD PERMIT

港聞 ▶ 科大迎新營47生食物中毒

▲ 上一則 ▼ 下一則

科大迎新營47生食物中毒



【本報訊】香港科技大學商學院迎新營爆發集體食物中毒。四十七名學生上周三在科大一個飯堂晚膳後出現食物中毒徵狀，三十三人需要求醫，全部人目前情況穩定。食物環境衛生署已到飯堂調查，發現衛生情況一般，負責人已徹底消毒飯堂。科大學生會形容事件嚴重及不能接受，正與校方及飯堂承辦商跟進，要求承辦商徹查起因，學生會再決定下一步行動。

據了解，涉事的科大商學院迎新營活動為期三日兩夜。衛生防護中心昨公布，活動共有三百五十人參加，其中二十二男二十五女上周三（二十一日）在校園內LG7、Asia Pacific Catering營辦的飯堂晚膳，約三至三十九小時後陸續出現腹痛、嘔吐、腹瀉及發燒等腸胃炎病徵。他們曾進食食物包括西檸雞、黑椒豬扒、小棠菜及魚香茄子等。年齡介乎十七至二十一歲的受影響人士，其中十一人向校內診所求診，二十一人向私家醫生求醫，一人到急症室，全部毋須入院。食環署已取走食物樣本化驗。

科大學生會會長石毅俊稱正跟進事件，並形容「好大件事」，將要求飯堂承辦商調查事故。他透露學生會早前進行意見調查，同學認為有關飯堂衛生一般。

進食中大名物檸檬批後嘔 4人疑食物中毒

2017年08月29日(二) 19:25

f 推介 82

Tweet

G+

分享



4人疑進食中大名物檸檬批(圖)後食物中毒。(中大)

4人疑進食中大名物檸檬批後食物中毒。衛生防護中心表示，首宗個案涉及2名女子，分別23及25歲，她們於本月25日晚，進食於當日下午購自中大李卓敏基本醫學大樓小食店的外賣甜品檸檬批，約13至15小時後先後出現腹痛、嘔吐、腹瀉及發燒等病徵。

2013

2017

WE WANT YOU TO FOLLOW HKUST FOOD PERMIT

港大爆食物中毒 170人不適

分享   



港大署理行政及財務副校長何立仁

AA

【本報訊】香港大學爆出食物中毒疑雲。港大署理行政及財務副校長何立仁向師生發電郵指，約170名師生於4月26日晚參與賴廉士體育中心舉行的「體育隊伍勁過晚宴」（HKU Sport Team Superpass Dinner）後，出現嘔吐及胃部不適等，懷疑輕微食物中毒，無人需要留院。港大已即時向提供到會食物的餐飲公司跟進，對方同意負擔相關醫療費用。

疑冷氣故障令食物變壞

港大發言人回覆指，「勁過晚宴」舉辦多年，是港大體育隊的年度晚宴。根據港大學生會校園電視的報道，當晚有餃子、蔬菜、沙律等簡單食物供應。發言人沒有回應食物來自哪間餐廳。

【豬年2019】14人年初一吃盆菜疑食物中毒 涉事屯門尚館已停售



FOOD PERMIT

- WHAT IS THIS?
- Prevent food poisoning in a systematic way
- We faithfully want everyone to enjoy the event
- Contact DSTO to get a Food Permit Form



FOOD PERMIT

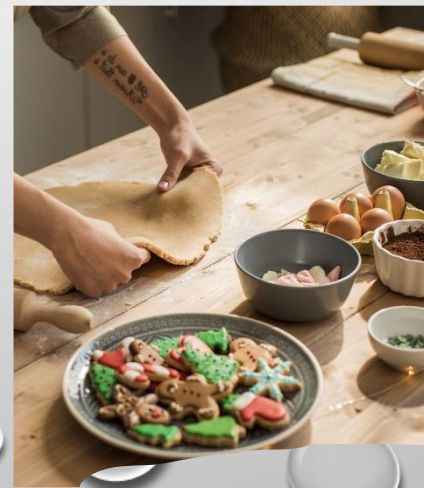
NATURE OF FUNCTIONS

- SCALE; 

- LOCATION; AND 

- DURATION. 

FOOD TYPE



FOOD PERMIT EXCEPTIONS

Any exemptions?

Foods provided by HKUST catering outlets

Hot food and store and deliver under suitable temperature

Simple re-heated ready-to-eat food

Fish-balls, surimi siu mai, pineapple and sausages

Ready-to-eat Foods from supermarkets / stores

Packed chips, cup noodles, candies,

UAV

Unmanned Aerial Vehicle (UAV) Operation Permit 無人機操作許可證

IMPORTANT INSTRUCTIONS

1. Application for this permit shall be made **7 CALENDAR DAYS** prior to the date of UAV operation and submit to Security Control Center (SCC).
2. In general, application shall not be accepted for operation during Saturday, Sunday or Public Holiday.
3. **Applicant** shall complete **Part A** and **Operator(s)** shall complete **Part B**.
4. A "Permit Badge" shall be obtained from SCC upon approval of this permit. Operator shall wear the "Permit Badge" at all times during operation of UAV. "Permit Badge" shall be returned to SCC on daily basis and upon permit expiry.
5. In case of emergency, please contact SCC by dialing **2358 8999** or ext. **8999** immediately.

重要指示

1. 本許可證必須於操作無人機當天計7天前向保安部提交申請。
2. 一般情況下大學將不會接受於星期六、日或公眾假期進行操作之申請。
3. 申請人請填妥甲部及操作員請填妥乙部。
4. 完成申請許可證後須向保安部領取“許可証章”，操作員須於操作無人機時配戴該“許可証章”，“許可証章”必須每天及於許可證到期時交回。
5. 如遇緊急事故，立即撥2358 8999或內線8999向保安室聯絡。

PART A. 甲部. (To be completed by applicant 由申請人填寫)

Department: _____ Name of Applicant: _____ HKUST Staff / Student ID: _____
所屬部門: _____ 申請人姓名: _____ 大學職員/學生編號: _____

Name of Operator (1): _____ Name of Operator (2): _____ Name of Operator (3): _____
操作員姓名(1): _____ 操作員姓名(2): _____ 操作員姓名(3): _____

Contact No.: _____ Email: _____ Model of UAV: : _____
聯絡電話: _____ 電郵: _____ 無人機型號: _____

Purpose of UAV operation: _____
使用無人機目的: _____
☐ Research 研究 ☐ University Function 大學活動 ☐ Others – Please specify: _____
其它 – 請註明

UAV Weight: ☐ Less than 7KG ☐ *More than 7KG
無人機重量: 少於 7KG *多於 7KG
*Permit shall be first granted from CAD if UAV is more than 7KG in weight and copy of the permit shall be attached for this application. 如操作重量多於 7KG 之無人





CRIMINAL BEHAVIOR

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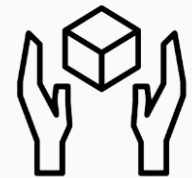
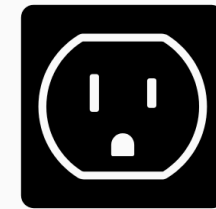
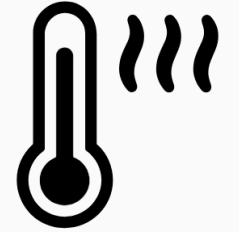
Chano

CAM11



OTHER COMMON PROBLEMS OF STUDENT ORIENTATION ACTIVITIES

- ❑ NOISE
- ❑ CUT BY SHARP OBJECTIVES
- ❑ MANUAL HANDLING OPERATION
- ❑ HEAT STRESS (IN SUMMER)
- ❑ PEER PRESSURE
- ❑ SICK (E.G. HYGIENE / INFECTION)
- ❑ INSECTS / WILD BOARS





END



Orientation Activities Briefing 2023

Rita Yau

Student Support & Activities



Use of Facilities & Equipment

1. Service provided by SSA

- a. Amenities venues
- b. Equipment loan
- c. Mobile stage test

2. Safety Reminders

Booking Venues

- **NO CHANGE after submission**

What is the game?
What will be performed?

1130-1200	Gathering	Common Room 1+2	Grouping, distribute gift package and camp book, Camp T
1200-1415	Ice-breaking	Common Room 1+2	Collectors
1430-1515	Lunch	Canteen	
1530-1730	Group Game	Common Room 5+6	Standing up, Marvelous Sandbag, Body unlocking
1730-1900	Talent Show	Common Room 5+6	Dancing performance Band show performance
1900-2000	Debriefing	Common Room 5+6	Debriefing and tidy up venue

Example

SESSION	NAME	TIME	RULE	FORM
ICE BREAKING 1630-1700	"Firecracker"	1630-1645	Students are divided into several groups to do self-introduction within the prescribed time. The first member of each group introduce himself/herself as a start. The second members repeat the introduction of the foregoing first, and then introduce themselves. Keep going on until the last member completes the self-introduction	Intra-group
	"Pinocchio nose"	1645-1700	Each person will get a piece of rolled-up adhesive tape to stick on the nose. Use the tape on your nose to take away the adhesive tape of others. Within the specified time, the one with the most tape on nose is the winner of the group. The winners in each group will go on the stage for the final round	Intra-group + stage show
GAMES 1700-2000	"Standing up"	1700-1720	The members of each group sat on the floor in a circle hand in hand. After hearing the chime, participants should stand up with both hands in the hands of people around. (2 chances with 1 trial)	Intra-group
	"Marvelous sandbags"	1720-1745	(A total of 3 rounds) Before the start of each round, the large screen will scroll to draw a specific body part to transfer the sandbag within each group (e.g., elbow, instep). The participants deliver the sandbag using the drawn body part as fast as possible to the last member. If the sandbag falls, the game restarts from the last member who touches the sandbag	Intra-group
	"Body Unlocking"	1745-1815	Each group stands in a circle and each person holds the hands of two members not standing beside, and then the whole group works together to unties the interlaced arms through teamwork.	Intra-group

Booking of Venues

- Suitability
- Safety
 - Observe venue regulations
 - Correct use of the facilities and equipment
- Timing
 - Reserve time for setup, re-instate and tidy up
 - Lawn Area closes at 6pm
 - Other venues: Activity ends at 10pm, tidy up and leave by 11pm

Use of Venues

- Activities/ group games consistent with the proposal
- Observe user guidelines and regulations on [booking forms](#)
- Check-in, Check-out **on time**
- **Reinstate** the venue
- **Keep clean**
- **Do not leave personal belonging unattended**
- **No change, no swap**



TIPS: COMMON ROOM 5+6

- Using the entrance via the lift lobby for moving heavy items
- Pre-event set-up
 - the entrance will be opened for 1 hr upon your request to the Hall VI Office
- Removal after event
 - **the entrance will be opened for 30 min upon your request made**

Equipment - PA

Venues	Built-in PA	Wireless Handheld Mic	Projector	Projection Screen
Common Room 4, 5+6	✓	2	✓	✓
GGT Multi-Purpose Room, UGH 7 Multi-Purpose Hall	✓	2	✓	✓
LG4204	Temporary equipped with H3 portable speaker (1 wireless handheld mic)		Borrow from LG3 SSA Counter (projector and stand)	✓
Sports Hall (Half court)	Borrow from LG3 SSA Counter			
Whole Sports Hall	✓	✓	Borrow from LG3 SSA Counter	

Tips: Use of PA

Bring your own

- **Battery** (*for each mic*): 2A battery x 2 units
- **Laptop & HDMI cable**
- **3.5mm to 2 RCA cable** (*for audio input*)



Equipment Loan

- **NO CHANGE after submission**
- Furniture, i.e. folding tables, chairs
- 6 mobile stages (Common Room 4)
- Notice boards
- Band equipment (with Band Society endorsement)
- Trolleys & nestable roll pallets (手推車、籠車) (Max. 4 hrs)
 - first-come first-served at LG3 with Society Chop & SID

Use of Equipment

- Observe the instruction and/ or operation procedures given by staff
- Check-in and check-out on time
- **Used in Campus only** and for the activity as stated in the activity proposal
- **Mobile Stage: present the mobile stage user card for check-out**
- **No transfer**

Mobile Stage Test

- **Conducted on 26, 27, 28 June**
- Each society: maximum 4 exco
- [Online teaching video](#)(1:38-2:15)



Alcohol Free

- **When violation is found:**
 - Remove all alcoholic drinks and/or leave the facility immediately
 - 2 months booking right suspension (Sep & Oct 2023)

No alcoholic
drinks in
**all recognized
orientation
activities**

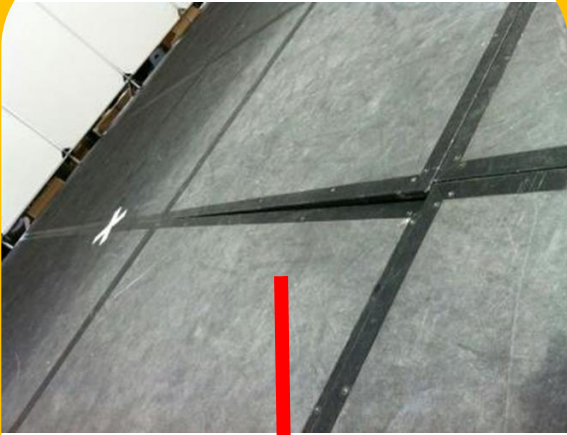
No Show Penalty

- If no show at the venue after first 10 minutes of the booked time, **the venue will be open to general users.**
- And, the venue owners reserve the right to **cancel the subsequent bookings** approved within your orientation period.

Orientation Activities Preparation

- Accept booking for preparation
e.g. game demonstration, packing of gifts
- Submit your application to LG3 SSA Counter
- *NOT* Pre-camp

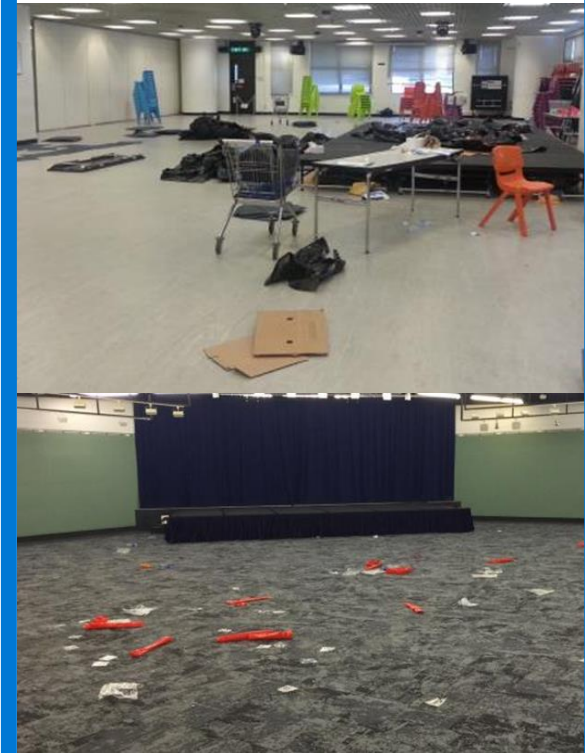
Reminder



Install the
mobile stage properly



Do not leave markings
or dirt on wall/ floor



Tidy up and re-instate
the venue before you
leave



SPORTS FACILITIES

Justin Li



SPORTS FACILITIES

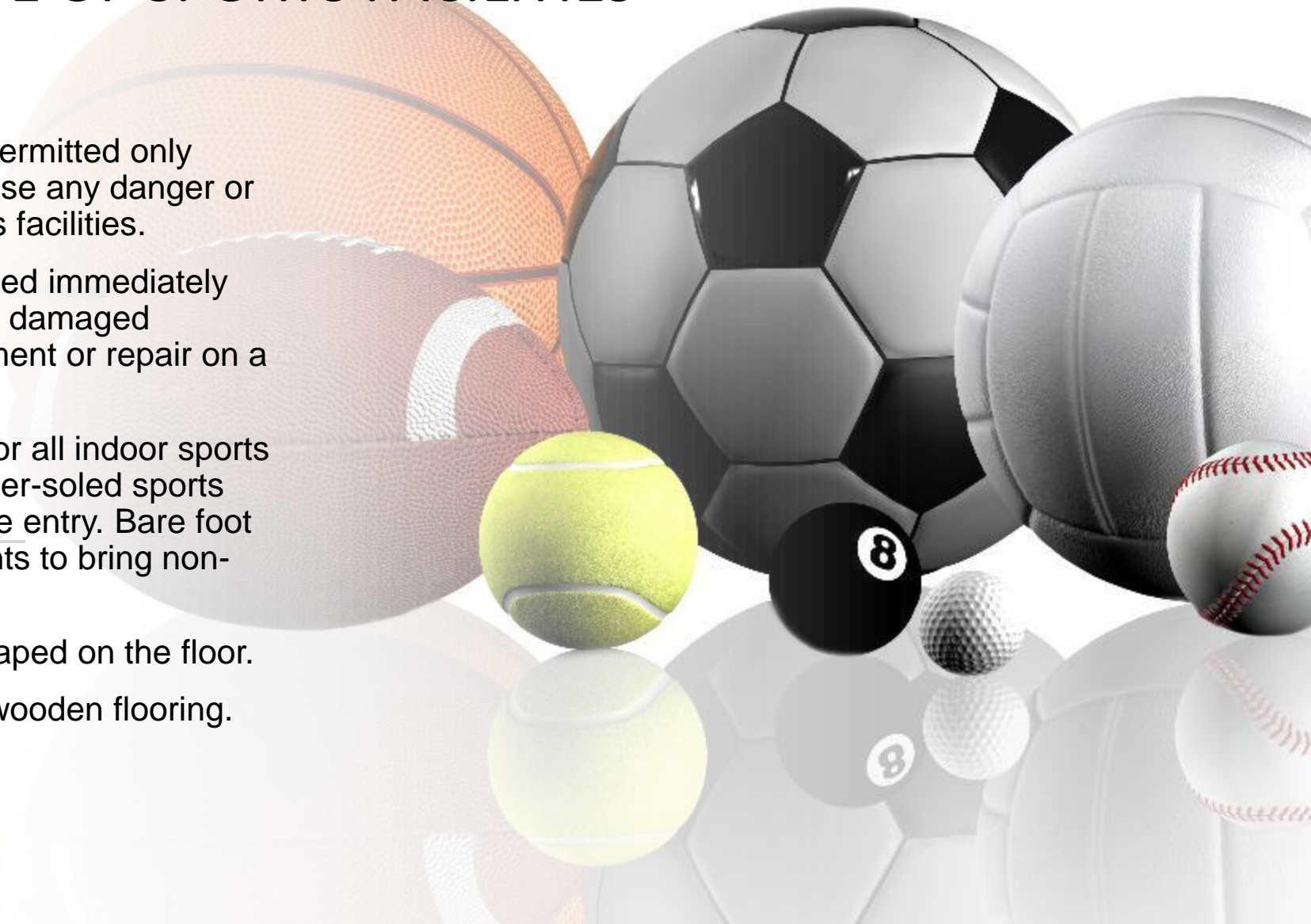
Sports venues

- Multi-purpose Rooms (LG1031 & LG4204)
 - Sports Hall
 - Mini Soccer Pitch
 - Outdoor Basketball Court
 - Lawn Area
 - Artificial – Turf Soccer Pitch
-
- Inquiry: SH HO Sports Hall: 2358 8582 or FYTSC: 2358 8688
 - Cancellation: Email: safbs@ust.hk



REMINDERS ON THE USE OF SPORTS FACILITIES

- x Don't eat or drink. Water only.
- x The use of audio-visual equipment is permitted only under circumstances that it will not cause any danger or disturbance to other users of the sports facilities.
- x Equipment checked out must be returned immediately after use of the sports facilities. Lost or damaged equipment will be charged for replacement or repair on a cost basis.
- x NO flooring protective mat. Footwear for all indoor sports facilities must be NON-MARKING rubber-soled sports shoes. Footwear will be checked before entry. Bare foot is not allowed. *Remind your participants to bring non-marking shoes*
- x No stomping. No label and sign to be taped on the floor.
- x Do not drag any equipment along the wooden flooring.



SPECIAL ARRANGEMENT FOR SPORTS FACILITIES

Water games Lawn Area & Artificial –Turf Soccer Pitch only

- x No powder, oil and detergent
- x No dragging equipment on the Lawn Area/ Running Track/ Artificial – Turf Soccer Pitch
- x Only buckets borrowed from DSTO can be used
- x Submit the application to Sports Development Office by **4 Aug 2023**
- x Water point and water hose available



A 表格

香港科技大學
學務長辦公室

學會信箱號碼

迎新活動預借水桶申請表

申請學會名稱：	職位：	學會印章
負責人姓名：	聯絡電郵：	
聯絡電話：	舉行地點：*人造草足球場/草地	
水戰舉行日期及時間：	借用水桶數量：90 升 ____ 個，15 升 ____ 個 (最多可借各 4 個)	
負責人簽署：	交表日期：	

* 劃去不適用場地

本表格最遲於 2023 年 8 月 4 日下午 5 時正前交到學務長辦公室 LG3002 室櫃檯，逾時申請作放棄論。而副本將交回申請學會的信箱。

批准人簽署：_____ 日期：_____

註：必須帶同此副本交當值場務員，以便借出水桶。場務員將收取此副本作記錄之用。

迎新活動預借水桶的借還程序及守則：

- 請於水戰舉行日期前一日及 2pm ~ 5pm 期間，帶同已批核之本表格副本，到場領取水桶。
如在草地舉行：請先致電 23588582 預約體育館場務員到草地交收水桶。
如在人造草足球場：找當值場務員點收水桶。
(借水桶時，必須由值場務員及負責學生簽署作記錄)
- 最多可借出 90 升及 15 升兩款水桶各 4 個。借出的水桶不可隨意擺放。
- 所有借出之水桶皆處於良好狀態，借出時如發現任何損壞，必須立即通知場務員，否則一概由申請人/學生團體或其授權人士負責。
- 水桶如有任何不當使用、遺失或損壞，使用者/學生團體或其授權人士必須負責有關賠償費用。
90 升水桶每個港幣 500 元，15 升水桶每個港幣 200 元。
- 所有借出之水桶不得帶離校外及轉交他人使用。
- 必須確保取水處之場地(如洗手間、駁水膠喉所經地方)整潔及安全。
- 活動只准使用清水，絕對禁止使用清潔劑或其他液體/粉末。
- 所有物品須於水戰活動後即時歸還(包括預借及當天借用的水桶)。(必須有當值場務員點收作實，並由負責學生簽署作記錄，否則將會記錄在案)
- 如活動提早完成，必須與告知場務員，並待場務員前來點收水桶。(草地：請致電 2358 8582 與場務員聯絡；人造草足球場：請直接與當值場務員聯絡)

~ 物品必須於水戰活動後即時歸還 ~

註：草地 (位置近南閘，鄭裕彤大樓旁) ；人造草足球場 (位置近海邊，田徑場內)

NO SHOW PENALTY

- x Cancel the venues before **3 working days**
- x If you do not show up and carry out the activity after first **10 minutes** at the hour, the venue will be open to general users.
- x All your subsequent bookings during the Orientation Activities Period will be **CANCELLED.**





Thank You!



HALL ARRANGEMENT FOR SUMMER 2023 (OCAMP PERIOD)

SHRLO

AGENDA

1. Coordination
2. Room Rates
3. Confirmation
4. Check in/out arrangement
5. Payment
6. Timeline

COORDINATION

- SSA will co-ordinate with all student societies about O'Camp hall bookings in Summer and endorse the O'Camp applications from student societies.
- Only applications verified by SSA and include the essential information, such as society name, allocated period, number of bed spaces, and PICs (Person in Charge), will be accepted and processed by SHRLO.

ROOM RATES

			For Non-Students	For Students
Type of Room	Occupancy	Available In (UG Hall(s))	Rate/night (HK\$)	Rate/night (HK\$)
Twin (Type1)	Single	I, II, III, IV, VI		\$244
	Double			\$294
Triple	Single	II, III, IV, VI	\$550	\$264
	Double			\$314
	Triple			\$364
Bunk-bed	Single	V	\$470	\$218
	Double			\$268
Twin (Type2)	Single	VII, VIII, IX	\$630	\$280
	Double			\$330
Single (Type1)	Single	VII	\$690	\$218
Single (Type2)	Single	VIII, IX		\$231

CONFIRMATION OF ROOMS REQUIRED

5

- SHRLO will send the confirmed offer letters to societies via emails on 1 & 2 Aug 2023
- Student societies are required to confirm with SHRLO the exact number of hall places required **3 WORKING DAYS BEFORE** start of O'Camps. Final Hall Charges will be calculated based on this number.
- E.g.
Check in date: 12Aug(Sat) / 13Aug(Sun) / 14Aug(Mon)
Confirm hall places required : 9 Aug(Wed)

CONFIRMATION PROCEDURES OF BED SPACES⁶

1. Representatives of society **MUST** come to SHRLO (G/F, UG Hall II) ON THE EXACT DATE & TIME as informed in the offer letters with their society chop AND Resident List
2. The society confirms the number of rooms indicated in their application or can request for changes ; NO CHANGES will be considered after confirmation.
3. For those requesting for changes, original forms will be returned for amendment. *Requests for extra bed spaces will be subject to availability*
4. Confirmation letters, pay-in slip & room allocation lists will be revised and sent to societies (if applicable)

CHECK IN/OUT ARRANGEMENT

- **Residential Coordinators (RC)**

Each society for O'Camps has to arrange a Residential Coordinator (RC) to reside in the student hall for check-in/-out procedures and dealing with participants' needs.

- **Check in/out Procedures**

All participants check-in to and check-out from the student hall as a group which all check-in and check-out matters are to be handled by the Residential Coordinator

Check-in after 2pm ; check-out before 11am

- **Keys**

Only ONE set of keys (room door) will be supplied for EACH room. Student societies will be charged HK\$80 for each piece of key lost. During the camp period, door opening or replacement of keys could be entertained and such requests are required to be made by the respective Residential Coordinators

CHECK IN/OUT ARRANGEMENT

- **Hall Security**

Temporary Resident Cards & passcode of main entrance of the Hall will be given to the RC upon check-in

Proof of identity may be requested for checking by hall staff

Door opening / key replacement :

Only RC can request for such services for safety and identity concerns

Only camp organizer can verify the status of a participant & room assignment

- **General Hall Rules**

No alcohol

No smoking

No gambling

No interference / relocation of fixtures and fittings in Hall / rooms

Keep quiet during night time

CHECK IN/OUT ARRANGEMENT

- **Room allocation**

Room allocation is subject to availability of rooms in respective student halls and are to be done by individual RCs. Rooms allocated will be in the same hall or on the same floor ONLY WHEN situation permits.

- **Provision in Each Room**

All bedrooms are fully furnished and air-conditioned. A chair, a desk, a wardrobe and a bed with mattress are provided in the room for each resident. Residents are recommended to bring jacket or extra clothes in case it is too cold in the room.

Each resident will be provided with a pillow, a pillow case, a bed sheet and a blanket. The Hall DOES NOT provide personal accessories such as towel, suit, tooth paste, tooth brush, slippers, shower gel and cups for residents.

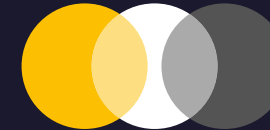
Please refer to Notes to Organizers for more information.

PAYMENT AND PENALTY FOR LATE PAYMENT

- Student societies are required to settle hall charges and return the validated pay-in slip to SHRLO WITHIN TWO WEEKS after the camps' date.
- Amount to be paid is based on the number of rooms CONFIRMED in the hall offer letter before check-in, NOT the number of rooms actually USED.
- **A penalty of 10% will be imposed on top of the amount of hall charges if the student societies fail to settle the hall charges by the stipulated deadline and subject to disciplinary actions.**

TIMELINE





STUDENT-LED OREINTATION

THE GOLDEN RULES

—● Student Support & Activities, DSTO ●—

GOLDEN RULES

These are the 4 golden rules you should always bear in mind

[READ MORE](#)



Safety First 安全第一

Safety is our utmost concern and you should always make sure of safety of your participants.

Be Diverse and Inclusive 多元共融

All HKUST members should embrace and value differences, respect people around.

Prevent Sexual Harrasment 防止性騷擾事件

Any form of sexual harrasement should not be tolerated in any circumstance.

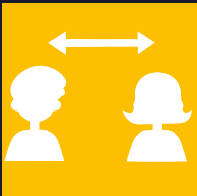
No alcohol 無酒精活動

No alchoholic drinks in all student programs.

Safety First



- Pay higher attention to all safety hazards during event



- Take good care of safety of all participants, including yourselves



- Orientation Camp should be happy memories, DO NOT make it lifelong regrets





DIVERSITY AND INCLUSIVENESS



HKUST is a home to people from a variety of backgrounds and we emphasise diversity and inclusiveness. You should be thoughtful in your planning of activities, designing promotion material, carrying out the activities, etc. You must allow participants not to join some of your activities if they feel uncomfortable. Embracing and valuing differences are crucial. We should learn from each other, and to foster a mindset of diversity and respect.

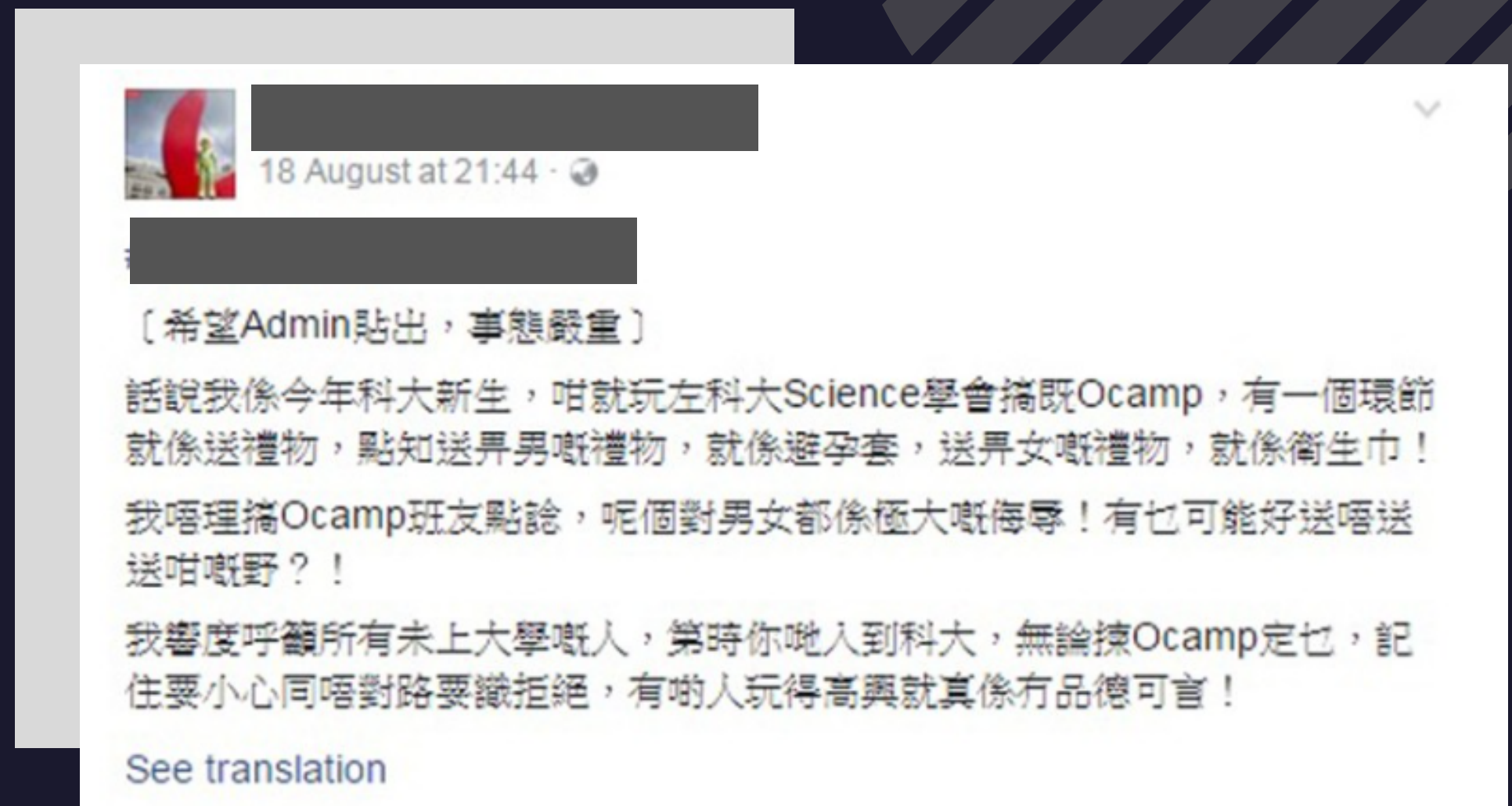
[READ MORE](#)

Avoid Sexual Harassment



"2.2.1 In the context of the University, any unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- any aspect of an individual's employment or educational experience is made conditional on submission to such conduct, either explicitly or implicitly; or
- employment or educational decisions affecting an individual are based on rejection of such conduct; or
- such conduct has the purpose or effect of
 1. unreasonably interfering with an individual's work performance or educational experience; or
 2. creating an intimidating, hostile, or offensive working or learning environment."



The Gender Discrimination Committee

[READ MORE](#)

Avoid Sexual Harassment



**“IT’S JUST
A JOKE.”**

SEXUAL HARASSMENT



No Alcohol



- Support the Department of Health's anti-alcohol campaign.
- Protect the people and premises from the risk of behavioral problems resulting from drinking on and off-campus.
- Ensure the activities are suitable for everyone, including those who are under 18 years old.



You should also note

They are important too



01

Participants under 18

Laws of Hong Kong related to participants under the age of 18:

- Films or multimedia classified as Category III
- Articles or materials restricted by the Control of Obscene and Indecent Articles Ordinance
- Parent consent form to be filled
 - SU Affiliated Societies
 - DAGs

02

No Commercial Promotion

- Commercial corporate or product name should not be associated with or form part of the society/team name, or the activity name.
- Activity organizers should be cautious about sponsorships or arrangements that involve any commercial or promotional activities for or by outside organizations.

03

Personal Data Privacy

- Collect only necessary data, no excessive information
- Protect the data and restricted access
- Avoid exposing personal data, including the participants' image, name in publicity materials, unless with their consent in advance

04

Accident Insurance

- Group Personal Accident Insurance for Non-HKUST persons joining approved on-campus orientation activities
(<https://sfao.hkust.edu.hk/individual.php?l=62>)
- Submit application form to ssa@ust.hk by **28 Jul (Fri)**
- Society organizing **off-campus** activities should arrange insurance yourself

Other Reminders



Safeguard reputations. Do not defame your Society/Group or the University



Uphold academic integrity seriously and do not promote cheating



Exercise judgement and do not engage in any unlawful activity



Obtain participants' emergency contacts



Have mutual respect and do not disturb other university members on campus



Safety precautionary measures



Get yourself prepared for bad weather arrangement

Important CONTACTS

If you need assistances, please contact us



<https://dst.hkust.edu.hk/eng/detail.php?catid=7&sid=112>

For advising and enquiries

Student Support & Activities, DSTO

- Email: ssa@ust.hk
- Tel: 2358 6662
- Location: Student Support and Activities Counter, LG3, Lift 6
- Office hours: 0900-1245, 1400-1700 on weekdays

For emergency

Security Center

- Tel: 2358 8999
- Location: G/F, Lift 2