

The Chinese University of Hong Kong

Joint Committee on New Student Orientation (JCNSO)

Guidelines on organising orientation activities 2023

Attention, please.

All orientation organisers, helpers, team leaders and other facilitators of Faculty/Department Orientations (Small O) and College Orientation Week (Big O) should read the JCNSO guidelines carefully before organising any orientation activity. For those who violate the JCNSO rules mentioned in this document, JCNSO reserves the right to forbid their organising committee to book any on-campus hostel and venues. Also, the amount of cash advancement in the coming year will be reduced (if any).

A. **About Joint Committee on New Student Orientation (JCNSO)**

JCNSO provides student organisers of orientation activities with guidance and support. Dr. Fred Ku, Associate Dean (Undergraduate Studies), Faculty of Business Administration, serves as the Chairperson of the committee. Office of Student Affairs is the secretariat of the committee. The staff members include representatives from Colleges, Office of Student Affairs, Registration and Examinations Section, Office of Admissions and Financial Aid, etc.; the student members represent their Organising Committees of College Orientations or Faculty / Department Orientations. There are around 40-45 Faculty/ Department Orientation Organising Committees (Small O OC) and 9 College Orientation Organising Committees (Big O OC) every year.

Responsibilities

- (1) To plan and coordinate the student-led orientation activities of the Faculty/ Department/ College;
- (2) To decide the fee of the student-led orientation activities;
- (3) To coordinate with student hostel management units on the accommodation arrangements for the Faculty/ Department/ College orientation activities;
- (4) To review the Faculty/ Department/ College orientation plans and make recommendations as appropriate;
- (5) To submit an annual report to the Vice-Chancellor and President.

B. Aims of student-led orientation activities

Student-led orientation activities aim at facilitating new students from different cultural backgrounds to adapt to university life and expand their social circles at University. The student-led orientation activities are also a solid platform for new students to meet friends, understand the University culture, learning more about the study programme, build up the sense of belonging to the University and establish positive values.

According to the CUHK Facts & Figures (as at 30 September 2021), 572 out of 4239 new students were non-local students. That means around 12-13% of new students would be non-local students every year.

Creating a welcoming environment for new students from different cultural background by being approachable and friendly is essential. Be sensitive to cultural differences and try to create an environment that is accepting and inclusive of everyone. Finally, be patient and understanding. Remember that starting new University journey can be overwhelming and stressful, and it may take time for some students to feel comfortable and included.

C. Highlights of the key rules for organizing orientation activities

Proper and safety overnight orientation camps

As mentioned in JCNSO guideline part B, orientation is intended to welcome and introduce our freshmen. The university expects that orientation activities are carried out in ways that are fully respectful of the dignity of all those participating, regardless of gender. Therefore, **the University has zero tolerance for any offensive and inappropriate orientation activities.** Inappropriate cheers, slogans and games that may badly affect participants' feeling, **must be avoided**. Any games/activities, such as cheers presentation sessions, that involve unnecessary and/or inappropriate body contact, consist foul language, and bully behaviors should also be prohibited. **This year, the University strongly advise to organise all the orientation activities within the campus. City-hunt games are not allowed.** Faculty/ Department/ College endorsements must be sought if the student organisers wants to arrange any meaningful off-campus activities, such as firm visits, social services / workshops etc.

Some freshmen complained that orientation facilitators didn't allow them to sleep earlier during the orientation camps. Please respect all participants of the orientation camps. Freshmen have their right to opt out from any orientation activity.

Tips on how to organise a proper and safety overnight orientation camps:

(1) Activity planning

A good orientation may make the university life of freshmen more fruitful. One of the main goals of the orientation is to let freshmen meet friends, therefore they must feel included in the orientation. As freshmen may come from different countries or regions, some of them may not understand Cantonese. Therefore, when you are planning your orientation, you may consider setting up an inclusive orientation that all individuals are treated fairly, respectfully and have equal access to opportunities.

The safety of overnight orientation camps depends on various factors, including the location, facilities, student organisers/ helpers, and the activities involved. Proper safety measures must be in place to ensure the well-being of the participants.

Some important safety considerations for overnight orientation camps include:

- **Training:** The student organisers and their team / crew should be trained in emergency response, skills on handling physical injuries and anti-harassment measures. They should be aware of the risks and how to mitigate them.
- **Facilities:** Please follow the rules of the hostel / facilities and use the facilities properly.
- **Activities:** The activities should be age-appropriate and supervised by student organisers. They should be designed to minimize the risk of injury and avoid any harassment.
- **Communication:** Participants should be kept informed about the activities and any issues that arise during the camp to Faculty/ Department and JCNSO. Please keep everyone on the same page.

It is also important to ensure that participants are adequately prepared for the camp. This includes providing them with information about what to expect, what to bring, and any rules or guidelines that they need to follow.

To a certain extent, cheers presentation and camp dances can create a pleasant and welcoming atmosphere. However, new students may not keen on practicing the cheers and slogans. Please **DO NOT** force them. Selecting appropriate content for the orientation activities is essential. Please put yourselves into freshmen's shoes when you are designing the activities.

To facilitate an inclusive orientation camp, the Diversity and Inclusion Office (DIO) also provide funding support to organisers for better promotion of anti-discrimination and anti-sexual-harassment. Stay tuned to further announcements from the DIO.

Overall, overnight orientation camps can be safe and enjoyable experiences for participants if proper safety measures are in place and adhered to.

(2) Common issues occurred in the past student-led orientation activities

Undesirable behaviors of participants

Risk estimation, effective communication and efficient logistics arrangement are key successful factors your orientation activities. Not only officer bearers of the organizing committees, but also the helpers, anti- discrimination ambassadors, mental wellness ambassadors, team leaders, safety ambassadors and team facilitators should understand the logistics, rules, and guidelines of the orientation. One of the main roles in the committee is to prevent any uncontrollable and undesirable behaviors of participants, such as alumni. It is recommended to invite professors or lecturers to participate in the events. **No alcoholic drink should be provided in any orientation activities.**

Discrimination and harassment in the orientation activities

Unawareness of discrimination can occur when a person or group is not aware of the existence or impact of discriminatory behavior or attitudes towards others based on factors such as race, gender, sexual orientation, religion, or age. This lack of awareness may stem from a variety of factors, including a lack of exposure to diverse perspectives, limited personal experience with discrimination, or an unwillingness to acknowledge and confront discrimination.

Unawareness of discrimination can be harmful because it perpetuates systemic inequalities and prevents progress towards greater social equality. It is important for individuals and society as a whole to recognize and address discriminatory attitudes and behaviors in order to promote fairness, justice, and inclusivity. This can involve actively seeking out diverse perspectives, educating oneself about the experiences of marginalized groups, and promoting a culture of empathy, respect, and inclusivity.

The University is committed to equal opportunity in academic pursuits and employment and to eliminating any form of discrimination or harassment. The Diversity and Inclusion Policy (“the Policy”) has been developed to promote a diverse and inclusive environment for staff members

and students free from discriminatory acts, prejudice, hatred, intolerance, harassment, and bullying. The University will not tolerate any wrongful acts referred by the Policy. The University will take all necessary steps to eliminate and prevent their occurrence on campus.

A set of Procedures for Handling Discrimination Complaints (“the Procedures”) has been devised to set out the mechanism for dealing with allegations or complaints covered by the Policy and provide proper redress when discrimination, harassment and vilification occurs. Under the Policy, any staff member or student has the right to make a complaint about discrimination, harassment or vilification which is unlawful under the anti-discrimination laws in Hong Kong.

The University has also received complaints of suspected sexual harassment in the Orientation activities in the past. There are clear legal definitions of discrimination and sexual harassment according to Law of Hong Kong. Any form of discrimination or harassment is not tolerated at the University. If it is determined that an act of discrimination or harassment has been committed and the conduct of a staff member or student at the University warrants possible disciplinary action, the University is entitled to invoke the relevant disciplinary procedures and take appropriate disciplinary action against the student concerned.

In addition to sexual harassment, any unpleasant physical contact could amount to indecent assault which is a serious criminal offence. Most of the orientation activities are collective games. Games that involve lots of physical touch should be avoided. New students who feel being discriminated or sexually harassed can seek advice and assistance from the Committee Against Discrimination and Sexual Harassment. For details, please refer to the Section D.

Say No to Bullying

If you or someone you know is experiencing bullying during student-led orientation activities, it's important to act and seek help. Here are some steps you can take:

1. Report the bullying: If you witness or experience bullying during student-led orientation activities, report it to the appropriate authorities. This could include the orientation organizers, JCNSO, Faculties or Departments. They can investigate the situation and take appropriate action.
2. Encourage the victims to seek support: Encourage them to take to mental-wellness ambassadors / friends / teachers.
3. Take care of yourself: Bullying can be stressful and emotionally draining. For victims, it's important to take care of themselves by getting enough rest, eating well, and engaging in activities that you enjoy. This can help them feel more resilient and better able to cope with the situation.

Sometimes, bullying occurs in the crew of student-led orientation activities. The golden principle: Speak up if you witness bullying. Respect your teammates and build up the team spirit in your crew. Say no to bullying!

Copyright infringement

Derivative work is popular, however, any unauthorized use of these images and/or text may violate copyright laws. When designing promotional materials, props, Orientation uniform, accessories, banners, and magazines, please respect intellectual property rights. Please keep in mind that plagiarism is an illegal act. A copyright owner can take civil legal action against any person who infringes the copyright in the work.

For details, please refer to the website of Intellectual Property Department, HKSAR (https://www.ipd.gov.hk/eng/pub_press/publications/hk.htm).

Cases of orientation violations - Water games

It is strictly forbidden to play any water game/competition/activity within campus. Students who violate this rule are required to terminate the activities immediately and provided the personal information (i.e., SID numbers, names of Orientation and names) as record. Appropriate disciplinary actions will be taken by JCNSO.

Violation of hostel rules

Violation of hostel rules can refer to any behavior that goes against the policies and regulations set by the hostel management or administration. Please read the hostel regulations of the Colleges / iHouse in details. **According to the Working Group on College Matters, it is confirmed that the two main consequences (besides the penalty of JCNSO) of the rule violation are**

- **the charge of full payment of hostel fees (i.e. over HK180 per head per night)**
- **the suspension of booking any hostel places at CUHK in the coming year (i.e. no overnight camps can be organised next year.)**

(3) Media

Media keen on covering stories of university orientation activities. Journalists like searching photos via social media such as Facebook, Twitter, Weibo, and blogs of Orientation participants.

Some coverage which was overwhelmingly negative and focused on what were inappropriate and offensive games was merely based on some Orientation photos. Participants should show common courtesy and do not engage in any unsafe, illegal, or offensive behavior. Orientation organizers should design games and plan activities carefully. Think twice before you act!

(4) Freshmen with special needs

Special Educational Needs (SEN) refers to a wide range of physical and mental illnesses or conditions. An inclusive and accessible activity design which fits all students is important. It is highly recommended that Orientation organisers could collect information regarding any reported SEN from the freshmen via the JCNSO online registration system and provide special arrangements that are needed in attending the orientations.

General tips for SEN support

- A rundown listing the flow and schedule of activities can be very helpful for students with SEN (e.g., Autism, Attention-deficit/ Hyperactivity Disorder (ADHD), Mental Illness, Physical Disabilities, Visual Impairment) so that they know what to expect and can be more well prepared.
- In an online chatroom, in-advance sound check with all participants and avoid overlapping of sounds would be very helpful for students with hearing impairment and visual impairment.
- Orientation organisers may also check with freshmen with SEN in advance whether they need any peer support/ assistance during the activities.
- Please keep the students' information confidential and always seek the students' consent if you wish to disclose their SEN with other participants.

With an inclusive and accessible environment, freshmen with SEN will be able to engage the orientations the same as all other freshmen. For further information and support on organising activities for students with SEN, please feel free to reach out to the SEN Service (SENS) of Office of Student Affairs via sens@cuhk.edu.hk or visit the SENS website www.cuhk.edu.hk/osa/sens.

New students aged under 18

Some freshmen may be aged under 18 when they participate in the Orientation Activities. Extra care to those new students should be taken. It is illegal to provide alcoholic beverages to young adults aged under 18, alcohol should be banned during the Orientation activities (e.g. DON'T ask participants to prepare wines / beers for themselves during the zoom activity).

(5) Other useful tips

- An individual monitoring working group could be formed to enhance the smoothness of the Orientation.
- Please prepare English version of your rundown, rules of games if you have non-Chinese participants in your orientation.
- Please keep at least a whole set of Orientation booklets, rundowns, slogan slips, videos, and photos as record.
- **Please appoint 2 mental wellness ambassadors and 2 anti-harassment ambassadors.**

(6) Responsibility of Preparatory Committee on Orientation

Orientation is the first university event that new students join after starting their university life. Members of Preparatory Committee on Orientation should manage all pre-orientation planning, coordinate suppliers, manage safety risk of the Orientation, handle students' queries, provide enough and qualified training to team leaders and troubleshoot any issue on the events. **The presidents and treasurers should be responsible to monitor financial budget and expenses of the orientation. They should closely liaise with team leaders and group leaders (大組長) and monitor the budget and expenses of their groups. They should also make sure all participants follow the University rules and the guidelines of the Orientation.**

There is a working group on dealing complaints under JCNSO. If Orientation participants violate the rules of the University / JCNSO, disciplinary action may be taken against those found responsible.

(7) Roles of the ambassadors in your committee

Mental wellness ambassadors

- Attend a training session on “Mental wellness of New students and Orientation organisers, Tips on copying with SEN new students and Talk on diversity and inclusion at CUHK”
- Deliver a talk / workshop of mental wellness to your ocamp teammates (including leaders, facilitators, EC, OC) based on JCNSO materials
- Review the rundown and game list to ensure the activities in the orientation camps are appropriate (e.g. to check if there is any inappropriate game that negatively affects the emotion of participants)
- Promote mental wellness in the orientation camps
- Report mental problem cases to JCNSO Secretariat (if any)

Anti-harassment ambassadors

- Attend a training session on “Mental wellness of New students and Orientation organisers, Tips on coping with SEN new students and Talk on diversity and inclusion at CUHK”
- Complete the Online Training Module on “Preventing Sexual Harassment on Campus”
- <https://cadsh.cuhk.edu.hk/en-gb/training-events/eoc-online-training-module>
- Promote the module to your teammates and participants of the Orientation.
- Deliver a talk / workshop on anti-harassment to your ocamp teammates (including leaders, facilitators, EC, OC) based on JCNSO materials
- Review the rundown and game list to ensure the activities in the orientation camps are appropriate (e.g. to check if there is any inappropriate game that violates anti-harassment rules of CUHK)
- Promote diversity and inclusion in the orientation camps
- Report harassment cases to JCNSO Secretariat (if any)

D. Diversity and Inclusion

The University expects all members to observe and abide by the Diversity and Inclusion Policy and follow the Principles of Community outlined in the Policy in their acts and speeches within the University community and while participating in the university activities. Orientation activities should be carried out in compliance with the University policies and procedures as well as applicable laws in Hong Kong.

There are four anti-discrimination ordinances in Hong Kong, namely the Sex Discrimination Ordinance, Disability Discrimination Ordinance, Family Status Discrimination Ordinance and Race Discrimination Ordinance. For details, please refer to visit the website of the Equal Opportunities Commission at www.eoc.org.hk/.

(1) Discrimination Complaints Handling

The University has zero tolerance for any infringement and will handle reports or complaints of discrimination under the Procedures for Handling Discrimination Complaints according to the nature of such complaints. Restitution and redress will be exercised when alleged infringement is reported. For details of the relevant policies and procedures, please visit the website of Diversity and Inclusion at <http://www.dio.cuhk.edu.hk/>.

(2) CUHK Policy Against Sexual Harassment

CUHK is committed to eliminating and preventing sexual harassment and will not condone any act of sexual harassment committed by its staff members or students. The University’s Policy Against Sexual Harassment sets out the mechanism for dealing with allegations or complaints

of sexual harassment and for providing proper redress when harassment occurs. If the conduct of the relevant staff member or student warrants disciplinary action, the University will take appropriate follow-up action.

What is meant by “sexual harassment”?

According to the Sex Discrimination Ordinance (SDO), the legal definition of sexual harassment includes the following situations:

(a) the person

(i) makes unwelcome sexual advances, or unwelcome request for sexual favours, to another person; or

(ii) engages in other unwelcome conduct of a sexual nature in relation to that other person.

in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that that person would be offended, humiliated, or intimidated; or

(b) any person, alone or together with other persons, engages in conduct of a sexual nature which creates a hostile or intimidating environment for that person.

Under the SDO, sexual harassment is unlawful. It covers sexual harassment of both men and women, work environment and educational establishments.

What exactly constitutes sexual harassment?

In very simple terms, any sex-related language, action, or physical contact that is unwelcome may constitute sexual harassment. Sexual harassment can be through spoken words, emails, letters, phone calls or the like. Sexual harassment does not have to be intentional or aimed at any subject and may be explicit or implicit. Sexual harassment may occur between persons of the same sex or opposite sex. A single incident may be sufficient to constitute sexual harassment.

The following are some examples of sexual harassment acts:

- Uninvited physical contact or gestures
- Comments with sexual innuendoes
- Displays of offensive or pornographic material such as photos, posters, or texts
- Staring or leering at a person or at parts of one’s body
- Offensive communications of a sexual nature, e.g., a group of students share funny messages in chat group and some of the messages or photos are of a sexual nature
- Unwanted invitations



What are the scenarios of creating a hostile or intimidating environment on campus?

- In an activity, a group of students display sexually obscene photos, posters, or banners.
- Some students shout pornographic slogans or play sexually suggestive games at orientation events that makes other students feel offended or intimidated.
- A group of students make sexually suggestive comments within earshot of other students.

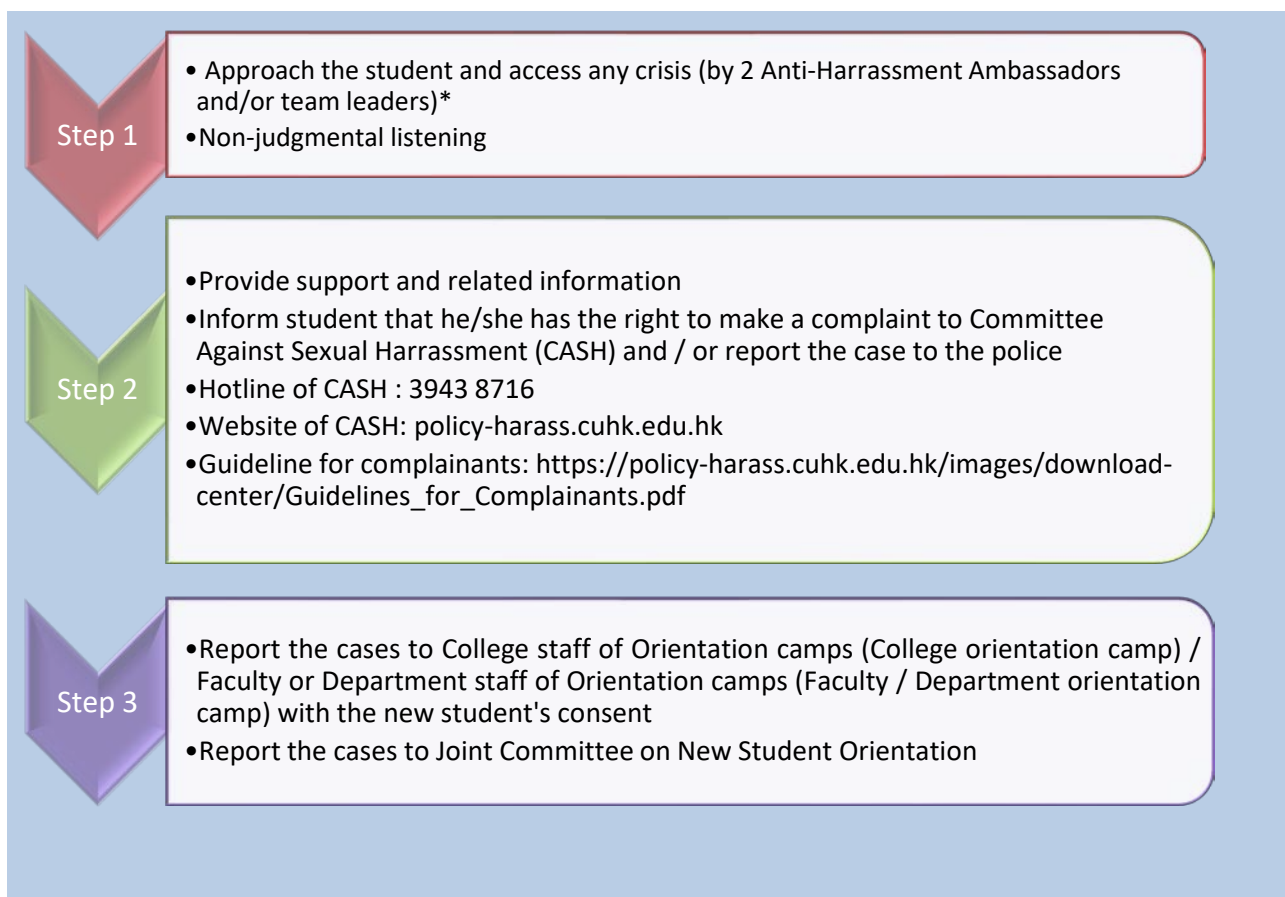
What can you do to prevent discrimination/sexual harassment?

- Assign two students of opposite sex to serve as “Anti-discrimination Ambassadors” to monitor the Orientation Activities and provide help where appropriate
- Provide team leaders and members with information about preventing discrimination and sexual harassment
- Ensure participants know what to do if they encountered discrimination/sexual harassment
- Avoid discriminatory activities/sexually suggestive games, and respect participants’ feelings
- Speak up at the time or try to stop inappropriate behaviours
- Remember any form of discrimination or harassment is prohibited by law and the University policies
- Report to the University when necessary (All information provided will be kept in confidence)

For details of the University’s Policy against Sexual Harassment, please visit the website of the Committee Against Discrimination and Sexual Harassment (CADSH) at <http://cadsh.cuhk.edu.hk/en-gb/>.

For enquiries or complaints relating to discrimination/sexual harassment, please call the CADSH hotline at 3943 8716 or email to padsh@cuhk.edu.hk.

Guidelines for New Student Orientation Camp team leaders and organizing committee members to handle suspected sexual harassment cases during orientation camps



Remarks:

*When the anti-harassment ambassadors and/or student leaders approach the student, please take care of the emotion of the student. Please allow her / his teammate to accompany him/her if he/she needs. He /she has the right to tell the case to the people he/she trusts.

E. Mental Wellness

We hope every freshman enjoys and feels welcomed during the orientation programmes. However, in addition to the adjustment stress to CUHK, the vigorous orientation activities may be overwhelming to some freshmen and trigger emotional distress. It is important for OCs and team leaders to be aware of and offer help when the freshmen experience emotional disturbances during the orientation programmes.

Possible challenges faced by freshmen during orientation programme:

1. Adjusting to the campus environment within a short period of time
2. Stretching of social comfort zone and making new friends in CUHK
3. Concerns about one's energy level for participating in vigorous activities during the orientation programme
4. Going all out to engage in activities to gain approval from peers

Signs of Mental Disturbances

If a freshman shows symptom(s) listed below, he/she may be facing some mental disturbances:

1. Distressed and demotivated
2. Low appetite
3. Low energy level and lack of interest
4. Frequent complaints of somatic symptoms e.g., headache, chest pain and stomachache
5. Irritability
6. Socially withdrawn and detached
7. Excessive crying
8. Verbally or physically aggressive and violent acts
9. Express suicidal thoughts or a wish to disappear

How to help?

1. Keep stress level in check: communicate with freshmen their thoughts and feelings from time to time. Give appropriate feedbacks and support.
2. Be respectful: some students may joke or make fun of others, but make sure that your words are not hostile, discriminatory, or sexually offensive. Respect personal choices. Do not use peer pressure to force freshmen to participate in activities which they do not feel comfortable to.
3. OCs and team leaders should pay attention to the emotion of freshmen. If a freshman shows signs of mental disturbances, do talk with him/her together with his/her good friends or team leaders to offer support and gain better understanding.
4. Interpersonal compatibility may vary between freshmen and team leaders, so some freshmen may not feel comfortable speaking to their team leaders. Therefore, one student should be assigned as the peer emotional counselling buddy for freshmen in each orientation to facilitate communication.
5. OCs and team leaders should be aware of your own limitations in providing emotional support for freshmen. While facing difficulties in handling the emotion of freshmen, please contact JCNSO 3943 7947 for assistance. Further follow-up would be arranged.
6. Ensure the environment to be private and safe while talking with freshmen with mental disturbances. Be genuine and caring. Listen attentively with empathy. Avoid making judgmental comments or critical suggestions which might trigger negative emotion of freshmen.

7. If a freshman indicated preference of taking a break from the activity or leaving the event as you talk with him/her, do respect his/her will. Do not force him/her to stay to avoid further stimuli.

Need someone to talk to?
24 Hour Emotional Support Hotline:
5400 2055
Or make an appointment with our counsellors:
3943 7208 / 3943 3493 /
wacc@cuhk.edu.hk
CUHK Office of Student Affairs
Wellness and Counselling Centre

Sunshine at CUHK
中大有晴

需要傾訴?
隨時致電24小時情緒支援熱線：
5400 2055
或可預約中大學生事務處輔導員：
3943 7208 / 3943 3493 /
wacc@cuhk.edu.hk
中大學生事務處
心理健康及輔導中心

Sunshine at CUHK
中大有晴

Positive Psychology Activities

Positive Psychology is developed by a group of world-renowned researchers in helping people to live a fulfilling, flourishing and happy life.

Here are two activities in helping students to cultivate their well-being, boost positive emotion, learn positive communication skills, and foster positive atmosphere on campus.

1. Counting Blessings

At the end of each day, set aside 20 minutes to encourage freshmen to share positive experience of the day.

“What are the 3 awesome / happy things that happened today?”

Invite participants to recount happy moments of the day. By eliciting further elaboration, the group is given the opportunity to re-visit and savour the positive experience which enhance positive emotion within the group.

e.g. *“Although I got injured today, I was so moved by the care and understanding of everyone in the group. My team leaders dressed the wound for me and carried my backpack. Thanks for being so loving and caring. I feel warm and grateful to be part of the group.”*

As the team leaders respond, do give positive feedback, and show appreciation. It would help fostering positive communication and build group cohesiveness.

2. Giving thanks

By the end of the orientation, encourage each participant to count the blessings in the past few days and give thanks:

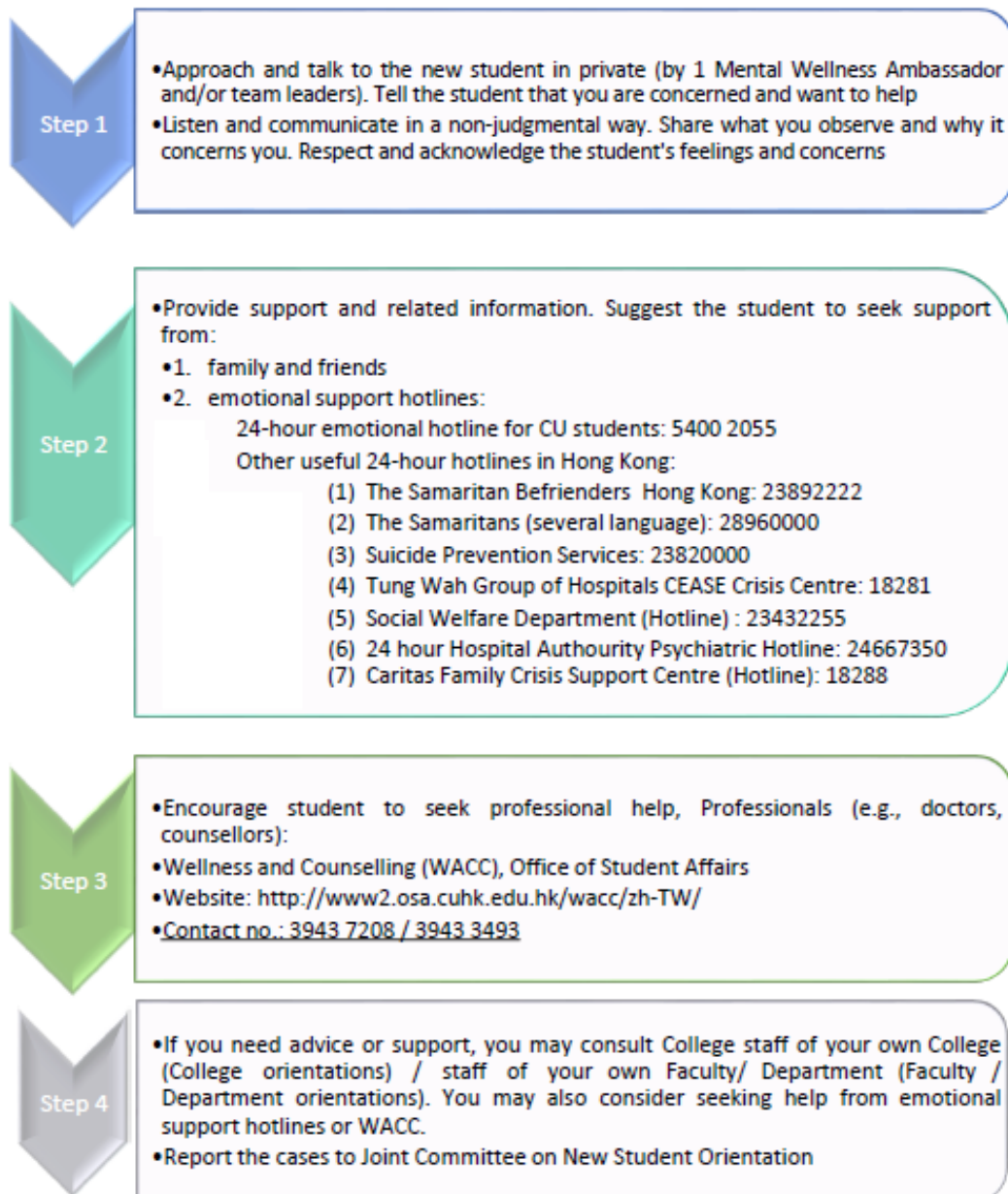
e.g.

“We’ve all had a wonderful time in the Orientation, is there anyone you would like to thank?”

“Big thanks to the OCs for their hard work in preparing for the amazing activities, looking for sponsorship and arranging logistic arrangements. Without you guys, we won’t be having such fun!”

Source : 陳柏霖 余民寧 (2014) 。<幸福感教學對促進大學生正向心理的改變> 。
《香港中文大學 教育學報》，第42 卷第1 期，頁1-26

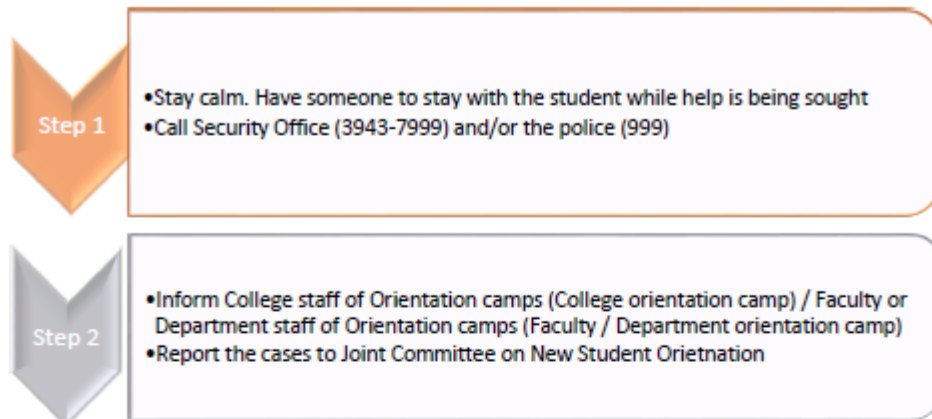
Guidelines for New Student Orientation Camp team leaders and organizing committee members for helping new students with emotional distress (in a non-emergency situation)



Remarks:

The student leaders who handle the new student's negative emotion can also seek professional help if they feel stressful in dealing with this.

Guidelines for New Student Orientation Camp team leaders and organizing committee members for helping new students with emotional distress (emergencies or life-threatening situations*)



**Emergencies or life-threatening situations – there is imminent danger that the student might harm him/herself or others.*

Remarks:

For student leaders who face the crisis

Take care of yourself. Seek support from family, friends or CUHK staff. You may also consider seeking support from emotional support hotlines or the Wellness and Counselling Centre.

Emotional support hotlines:

- 24-hour emotional hotline for CU students: 5400 2055

Other useful 24-hour hotlines in Hong Kong:

- The Samaritan Befrienders Hong Kong: 23892222;
- The Samaritans (several language): 28960000
- Suicide Prevention Services: 23820000
- Tung Wah Group of Hospitals CEASE Crisis Centre: 18281
- Social Welfare Department (Hotline) : 23432255
- (6) 24 hour Hospital Authority Psychiatric Hotline: 24667350 (7) Caritas Family Crisis Support Centre (Hotline): 18288

Wellness and Counselling Centre, Office of Student Affairs

Website: <http://www2.osa.cuhk.edu.hk/wacc/zh-TW/>

Contact no.: 3943 7208 / 3943 3493

Remarks:

The student leaders who handle the new student's negative emotion can also seek professional help if they feel stressful in dealing with this.

F. Tips on handling financial issues

Pre-Orientation (Please refer to Annex 4.)

1. Most teams of orientation helpers like organising gatherings (e.g., staycation, dinner gathering, day camp, hotpot gathering, etc.) before the orientation activities, even though the orientation activities go online. Those expenses are entertainment expenses which are not related to orientation activities for freshmen. Pre-orientation entertaining activities are not parts of the official orientation activities.
2. However, team leaders (大組長) should handle the expenses properly.
3. It is highly recommended that team leaders seek advice from Financial Advisors (細 O) / College staff (大 O) on the budget of entertainment.
4. Cash advancement formula: **A cap of 50% x (O'camp fee – hostel fee at full price)**

Here are some tips on how to handle the expenses and budget.

DOs

1. Team leaders (大組長) must prepare a budget draft of those entertainments.
2. Pass the draft budget to all teammates.
3. All teammates discuss and vote.
4. Team leaders follow the agreed budget and organize the entertainment activities.
5. Team leaders should keep the receipts of all entertainment activities. They should prepare the expenditure report and send it to all teammates.

DON'Ts

1. Team leaders (大組長) must not collect entertainment fee without getting the consents of all teammates.
2. Team leaders (大組長) must not amend the budget without getting the consents of all teammates.
3. Team leaders (大組長) must not bully those teammates who show objection on their budget plans.
4. Team leaders (大組長) must not spend too much money on group entertainment activities because not all helpers can effort those high cost activities (e.g. renting an apartment)

Orientation

1. Please run the orientation activities within budget. **Organizers must return the surplus to participants if the surplus amount is over HK10,000.**
2. To reduce the orientation fee, please minimize the expenses.
3. Budget is a useful tool of finance management.
4. Please obtain several quotations for comparison.
5. Please fully understand the terms of agreements before completing any transaction.
6. The budget and financial reports of Orientation should be completed and in details.
7. **All the budget plan, agreement of sponsorship and financial reports (Faculty / Department Orientations) should be submitted to the financial advisors for signature before submitting them to JCNSO.**
8. Student organisers should submit all the official receipts for their financial advisors' checking and endorsement. These documents include the vendor's name, goods sold, purchase price, the date, receipt number and other pertinent information.
9. Please separate the purchases of your personal items and the products/materials for Orientations.
10. Official receipts modified or rewritten without company chops are unacceptable.

11. Please avoid using credit cards to purchase Orientation materials/products.
12. Invoice, delivery notes or debit notes are not considered as official receipts.
13. Please keep the official receipts carefully.
14. Please submit financial budget and reports (with the original copies of receipts) to JCNSO within deadlines.

G. Tips on handling sponsorship issues

1. New students believe that they can understand their departments/faculties/ colleges and meet new friends during the orientations. They do not attend orientation for souvenirs. Please remember the very beginning mind of organizing orientations.
2. Some external organizations request the University to provide verification of the orientation preparatory committees. Please complete the form of Orientation sponsorship and submit it to JCNSO secretariat. The sponsorship should be received by a registered Faculty/ Department/ College society that are registered under student unions of CUHK.
3. No commercial booth / promotion activity is allowed.
4. Any member / office bearer of Orientation organizing committee should **not** commit to provide any personal information of new students to the third party or promise to install any APP on behalf of new students without their consents.
5. Do not sign any agreement of sponsorship if you have any doubt. Some marketing firms may cheat student leaders and focus them to sign unfair agreements.
6. Some committee members who fail to fulfil the requirements of the signed contracts are required to compensate the sponsors. The amount of payment was much higher than the sponsorship received. Therefore, the committee members are advised to set a bottom line and clearly understand the agreement items, the sponsorship requirements, or conditions, obligations, and responsibilities before signing any contact.
7. The University received a complaint by a bank in the past. Some committee members were suspected to provide fake personal information of new students to the bank. Providing /using fake personal information make cause a serious crime.
8. Be responsive and responsible when you are liaising with your sponsors.
9. Similar as point no. 3, no commercial activity should be arranged during Orientation.
10. Save the world, minimize the amount of Orientation souvenirs.
11. **All the contracts / agreements should be approved by the Financial Advisors of the Orientation.**
12. Examples of **problem terms of agreements**:
 - At least 50% of total no. of participants activate XXXX membership cards (card holders' names, email addresses and mobile phone numbers should be provided.)
 - Applicants should provide 1 hour preparation time and 1 hour tea time session (total 2 hours) for the promotion of XXX program (XXX 試食計劃) in campsite or other venue, the tea time session must be held related to the orientation camp and within the Ocamp period
 - Committed to have 110 orientation camp students downloading the "XX" App, each student should do the following step as a completed procedure:
 - Download the "XX" App on iOS App Store or Google Play Store.
 - Login the App with Facebook account or email address.
 - Input the individual codes provided to certify the students are from Party B

H. Insurance

The University has its own Group Accident Insurance Scheme for all CUHK students who take part in official orientation activities. When new students enroll the orientation, they will be notified that the insurance only covers official orientation activities.

The scheme offers coverage for different situations, such as accidental death and permanent disablement, and sickness, etc. Participants must take part in the planned Orientation activities. Please inform the students to keep medical certificates and slips. Committee members should also take a clear record on the accidents. Students who want to claim insurance reimbursement, please contact the staff of Finance Office directly. Some key points are shown as follows:

1. Insurance details:
http://www.cuhk.edu.hk/bursary/eng/public/purchase_guides/insurance.html#Menu=ChildMenu11
2. The insurance company has the full right to determine if the claim is approved. Therefore, the University is unable to guarantee claimers that they can receive compensation under any circumstances. However, according to our past experiences, when the accident occurred at the Orientation Activities, claimers received their reimbursements.
3. Participants must take part in the planned Orientation activities. Therefore, all the irregular and /or dangerous activities which are not planned and approved by the University exclude from insurance package.
4. Participants should read the details of the insurance before joining the Orientation.

I. Typhoon / rainstorm / heat stress arrangements

Typhoon and rainstorm arrangement

Before the Orientation Activities:

1. When Typhoon Signal No. 8 (or above) / Black Rainstorm Warning Signal is lowered / cancelled 1 day before the event (Day 0) and/or only Typhoon Signal No. 3 (or below) / Red or Yellow Rainstorm Warning Signal is issued before the assembly time of the camp (Day 1), **every arrangement of the student-led orientation activities remains unchanged.**
2. When Typhoon Signal No. 8 (or above) is in force in the morning of the 1st day of the event (Day 1), please refer to below rules:
 - a. When Typhoon Signal No. 8 (or above) is cancelled/ lowered before 3:00pm, the orientation organizers can start the camps after **3 hours** or more of the cancellation of the typhoon signal, but the check-in arrangements should be completed before 9:30pm. If the orientation organizers decide to postpone the camp, please contact the hostel management teams /

colleges directly. Please also report the check-in arrangements to Joint Committee on New Student Orientation (JCNSO) to confirm the on-campus transportation arrangements before the orientation camps.

b. When Typhoon Signal No. 8 (or above) is cancelled after 3:00pm, all orientation activities will be postponed to the next day.

3. The bad weather arrangement for Black Rainstorm Warning Signal is similar to Typhoon Signal No. 8 (or above). (*Please refer to point no. 1 and 2 (before the Orientation Activities).*)

During the Orientation Activities:

1. When Black / Red Rainstorm Warning Signal is in force during the orientation activities, **all outdoor activities should be immediately suspended**, until the signal is lowered / cancelled. Participants are advised to take shelter at a safe place until the traffic and weather condition is improved. However, indoor activities remain unchanged. It is unnecessary to dismiss all participants.
2. When Typhoon Signal No.3 is issued and pre-No. 8 / No. 8 Warning Signal will be probably announced by the Hong Kong Observatory within 4 hours (after 9:00am or before 5:00pm), **all orientation activities should be immediately suspended. The orientation organisers should start to dismiss all participants.** All indoor and outdoor campus orientation activities should be suspended at once. **Please leave the hostels and go back home.**
3. On pre-No. 8 warning signal announcement by the Hong Kong Observatory before 9:00am or after 5:00pm, the camp dismissal is optional. The participants should stay at hostels. Please be considerate and keep the voices down when the campers have any activity at hostels.
4. About the regular shuttle bus service (Typhoon and Rainstorm Warning Arrangements), please refer to the website of the Transport Office, CUHK (<https://transport.cuhk.edu.hk/route/1a/>).
5. The Chairperson of JCNSO will call for a meeting of Emergency Operate Task which includes the representatives of Office of Student Affairs, Colleges, Security and Transport Office, Student Representative, student leaders of Colleges and Faculties/Departments orientation organising committee if necessary. Please note that the orientation organisers should start to dismiss all participants when Typhoon Signal No.3 is issued, and pre-No. 8 / No. 8 warning signal will be probably announced by the Hong Kong Observatory within 4 hours (*Please refer to point no. 2 (during Orientation Activities).*)
6. If any problem occurs, please contact the Chairperson / Secretary of JCNSO immediately. Please do not insist to leave the campus if you find any difficulty.
7. Local students who live far away from campus (e.g. island districts) and non-local students can stay in hostels when Typhoon Signal No. 8 (or above) is in force. Therefore, each orientation committee should submit 2 different sets of participant lists (1. a completed participant list; 2. a list of local students who live far away from campus and non-local students) to hostel management teams for record and necessary follow-up actions. The orientation organizers are obligated to

require the staying students to contact their parents or guardians. Meanwhile, the hostel management teams will provide the participant lists to Security Office via email for record.

8. The orientation organizers should prepare sufficient food for the participants.

Heat stress arrangement

1. Student organisers should check the Hong Kong Heat Index before arranging outdoor activities that day (https://www.hko.gov.hk/tc/wxinfo/ts/display_element_hkhi.htm)
2. Outdoor activities should be avoided when heat warning signal is in force (i.e. the temperature generally reaches the extreme level of 35 degrees Celsius or above.)
https://www.news.gov.hk/eng/2023/05/20230526/20230526_170347_345.html

J. Keep Vigilant Against COVID-19, measles, hand, foot and mouth disease, seasonal flu, and other infectious diseases

To prevent the risk of COVID-19, disease infection, all participants (committee members, student helpers, student leaders and freshmen) should pay attention to the following suggestions:

1. If they suffer from COVID-19 / fever, they should take rest at home.
2. Please remind the participants to bring their medicine, masks and hand sanitizers.
3. If participants feel unwell or have flu symptoms, please measure their body temperature. For a student who has a fever (over 38 degrees Celsius) and/or has symptoms of respiratory infection, please seek medical advice immediately. Please advise him/her to leave the Orientation and take rest at home.
4. The participants should get sufficient rest during the Orientation to stay healthy, especially for those with chronic diseases.
5. Wash hands frequently.
6. Please pay attention to personal hygiene. In order to prevent cross infection, please do not share personal hygiene items, utensils, etc.
7. Please stay clean. Please clean up after every event.
8. **Please report to JCNSO immediately if there is a wide spread of disease infection in your orientation activities. JCNSO will report it to CHPP of CUHK.**

K. Protection of personal information

Committee members usually collect participants' personal information for Orientation purpose. Personal data must be collected in a lawful and fair way, for a purpose directly related to a function /activity of the data user. Personal data must be used for the purpose for which the data is collected or for a directly related purpose, unless voluntary and explicit consent with a new purpose is obtained from the data subject. According to **Personal Data (Privacy) Ordinance (Cap. 486)**, contravention of an enforcement notice is an offence which could result in a maximum fine of HK\$50,000 and imprisonment for 2 years. An individual who suffers damage, including injured feelings, by reason

of a contravention of the Ordinance in relation to his or her personal data may seek compensation from the data user concerned.

Please be reminded that the personal information of new students is prohibited be used or forwarded to the third party without the consent of the new students.

Everyone who is responsible for handling data (Data User) should follow the **Six Data Protection Principles ("DPPs")** which represents the core of the Ordinance covering the life cycle of a piece of personal data:

https://www.pcpd.org.hk/english/data_privacy_law/ordinance_at_a_Glance/ordinance.html

L. Tips on organising a virtual event

If you want to organise some virtual activities during the orientation camps, you may learn more about the online security.

1. Zoom

https://www.cuhk.edu.hk/eLearning/c_systems/zoom/ZOOM-SuggestionsRecentAlerts-2020April.pdf

Using Language Interpretation in your meeting or webinar

<https://support.zoom.us/hc/en-us/articles/360034919791-Using-Language-Interpretation-in-your-meeting-or-webinar>

2. Microsoft Teams

<https://www.itsc.cuhk.edu.hk/all-it/email-messaging-and-collaboration/microsoft-teams/>

3. User Trainings: Information Security Best Practices

<https://www.itsc.cuhk.edu.hk/user-trainings/information-security-best-practices/>

M. Sustainable Student Orientation

The Chinese University of Hong Kong (CUHK) is committed to building an environmentally friendly and sustainable campus. Student orientation provides good opportunities for freshmen to get to know the University's sustainability policies, practices, and facilities. Organizing committees and group facilitators are requested to take note of the following guidelines when organizing orientation events.

1. Sustainable Procurement

- 1.1 Minimize the production and distribution of event-specific T-shirts, souvenirs, and gifts, for example, produce only one model of T-shirt for an orientation event.
- 1.2 Avoid non-woven polypropylene bags which are difficult to recycle. Use bags made with cotton or biodegradable materials.
- 1.3 For group dining, order dishes with less meat and more vegetables to reduce the carbon footprint of the food consumed.
- 1.4 Avoid individually-wrapped food items.
- 1.5 Avoid unsustainably-harvested/farmed food. (Please refer to the ‘Sustainability-Conscious Food Consumption’ under ‘Policies related to Sustainability and Environmental Protection’ in the Undergraduate Student Handbook.)
- 1.6 Avoid single-serving bottled water of 1L or below and polyfoam meal containers

2. Waste Reduction

- 2.1 Use e-flyers for promotion and adopt e-registration.
- 2.2 Avoid putting event dates on banners so that they can be reused in future orientation event.
- 2.3 Avoid party props that are environmentally harmful or create hard-to-clean garbage, such as crackers with paper streamers, helium balloons, confetti, and glitter.
- 2.4 Use e-means for presentations at meetings. If documents must be printed, consider using recycled paper.
- 2.5 Lead freshmen in waste separation and recycling. Wherever possible, collect unwanted items, such as excess souvenirs, banners, and name badge holders, for reusing, recycling, and donation. (Please refer to [Waste Management Policy](#) and [Waste Management Guidelines](#) for the 6Rs Principle, i.e., Rethink, Refuse, Reduce, Reuse, Repair and Recycle/Recover; and the [Location of Recycling Facilities on CUHK Campus](#) for recycling / giveaway locations.)
- 2.6 If you need more recycling bins, please contact the Housekeeping and Building Management Section of the Estates Management Office at 3943 4049 one to two weeks in advance.
- 2.7 Encourage participants to bring your own bottle (BYOB) to minimize the use of disposable bottles and individually packed beverages. There are many publicly accessible water dispensers or locations that offer free drinking water.
- 2.8 Request caterers to provide reusable dishware and cutlery for meals, where possible, or apply to the [Reusable Tableware Lending Programme for Large-scale Events](#).
- 2.9 Consult the caterer and select popular dishes to avoid food waste. In case of packed schedule, consider light meals, finger foods and fruits instead of full meals for easy takeaway.
- 2.10 Notify the caterer as soon as possible to reduce the pre-ordered food portions if attendance is lower than expected, to minimize leftovers.

3. Water Conservation

- 3.1 No water-flinging on campus during orientation event.

4. Noise Control

4.1 During evening / night (6:00-9:00pm) events, keep noise to a minimum, to avoid disturbing other residents on campus and in nearby villages.

5. Energy Conservation and Carbon Reduction

5.1 Cut down electricity use as far as possible, for example, topping-up air-conditioning credits as appropriate, and reminding freshmen to switch off electrical equipment when leaving rooms.

5.2 Within campus, take stairs instead of lifts. Whenever possible, walk instead of taking a shuttle bus.

N. Prevention and handling of emergency issues

Emergency Handling outside campus

The Fire Services Department provides emergency ambulance service to residents within the territory, including outlying islands. In case a person, having an emergency or injury, is unable to seek medical attention on his own, he can call the 999 Hotline or the Fire Services Communication Centre at 2735 3355 for emergency ambulance service. If circumstances permit and his condition is not too serious, he should go to the hospital by other means. To enable our staff at the Centre to deploy ambulances more efficiently, a caller should provide the following information after the line is connected:

- What has happened (e.g. someone faints, sustains injuries or is ill);
- Detailed location of the incident;
- Brief description of the patient's condition (e.g. age, sex, history, symptoms, signs, seriousness of injury, number of people involved, etc);
- Contact telephone number.

Emergency Handling within campus

If an emergency such as a fire, accident and serious injury occurs in the campus, you may consider calling the security office (3943 7999) at once and asking any security officer to report the case to the police. The advantage is that security officers can locate the incident site to the police and assist the ambulance/fire truck/police vehicle to arrive at the incident site in the campus. Meanwhile, security officers also provide on-site assistance/support immediately.

Please keep the emergency contact list during the orientation activities.

Emergency Contact List

Units / Institutions	Contact No.
Security Office of CUHK	3943 7999
University Health System of CUHK	<p>3943 6439</p> <p>Monday – Thursday- 8:45a.m. – 1:00p.m. 2:00p.m. – 5:30p.m. Friday- 8:45a.m. – 1:00p.m. 2:00p.m. – 5:45p.m.</p> <p>Non-office hours</p> <p>The Accident and Emergency (A&E) services are provided at 18 public hospitals under the Hospital Authority (HA). They deliver a high standard of service for critically ill or injured persons who need urgent medical attention. They also provide medical support for victims of disasters. Prince of Wales Hospital is the nearest hospital of CUHK. ° Hospital hotline - 3505 2211</p>
Emergency ambulance service of HK	2735 3355
Hong Kong Observatory	<p>Tropical Cyclone Warnings hotline : 2835 1473</p> <p>General Enquiries : 2926 8200</p> <p>Dial-a-Weather service : 187 8200</p>
Secretariat of JCNSO	<p>Cecilia (OSA) - 3943 7947 / 6554 0412</p> <p>Karena (OSA) - 3943 7203 / 9765 0980</p>

Enquiry No. of Colleges hostels	
Chung Chi College	3943 4171
New Asia College	3943 7603 3943 7622
United College	3943 7574
Shaw College	3943 5181
Morningside College	3943 1406
S.H. Ho College	3943 1474
C.W. Chu College	3943 1801
Wu Yee Sun College	3943 3983
Lee Woo Sing College	3943 4703

Remarks:

- Please pay attention to the weather forecast during the orientation activities. If the Hong Kong Observatory issues a hot weather warning, please consider reducing outdoor activities.
- Please remind the participants to stay cool in summer with these light, breathable fabrics that are great for summer or hot weather clothing. Always drink more water during the outdoor activities.

- Participants should wear trainers, instead of sandals or slippers.
- Prepare and implement safety plans to manage risks during the orientation activities. Avoid activities with known high risks.

Enquiry :

- ◆ University Health System of CUHK uhs@cuhk.edu.hk / 3943 6422
- ◆ Security Office of CUHK security_unit@cuhk.edu.hk / 3943 7999
- ◆ Secretariat, JCNSO ocamp@osa.cuhk.edu.hk / 3943 7203