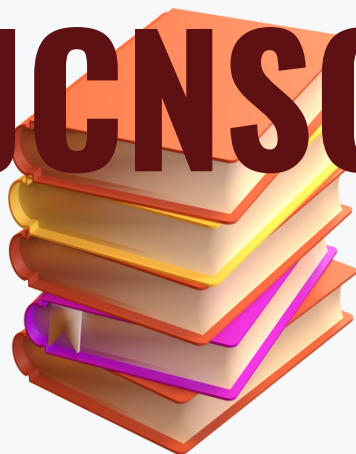




ORGANISING AN ORIENTATION IS MORE THAN JUST AN OPPORTUNITY TO WELCOME NEW STUDENTS; IT IS ALSO IMPORTANT TO FOSTER A SUPPORTIVE AND INCLUSIVE LEARNING ENVIRONMENT.

Joint Committee On New Student Orientation (JCNSO)
The Chinese University of Hong Kong

JCNSO



HANDBOOK
FOR STUDENT ORGANISERS

CHAIRPERSON'S MESSAGE

Dear orientation committee members, helpers, team leaders, and Facilitators,

On behalf of the Joint Committee on New Student Orientation (JCNSO), I am writing to express my deepest gratitude and appreciation for your exceptional efforts and unwavering commitment to organising the orientation activities for our new students.

The success of any events or initiatives relies heavily on the dedication and teamwork of those involved, and this year's orientation activities will be no exception. I believe that your collaboration with your teammates and university staff will result in a series of fruitful and meaningful events that will undoubtedly make a significant impact on our new students.

By taking on the responsibility of organising the orientation activities since April this year, you have already seized a golden opportunity to practice and enhance your leadership skills. Your ability to coordinate and manage a diverse range of tasks, while ensuring that everything runs smoothly, is truly commendable. Your efforts will not only provide our new students with a warm and welcoming environment but will also set an inspiring example for your fellow students.

Let me draw your attention to the JCNSO rules when you are preparing your orientation activities. This handbook aims to provide firm and concrete guidance, ensuring that you understand the University's expectations, objectives, boundaries, and support. Please go through the handbook in detail before coming up with any practical ideas for your orientation activities.

If you have any enquiry, please do not hesitate to contact us via the JCNSO email and hotline (ocamp@cuhk.edu.hk (Email)/39437947 (Whatsapp)/39439944 (Office phone number)).

Once again, I would like to express my heartfelt appreciation for your exceptional efforts and commitment in organising the orientation activities. Let's work together to create a warm, inclusive, and empowering orientation for our new students.

See you in the JCNSO meetings!

Best Regards,

Fred Ku

Chairperson

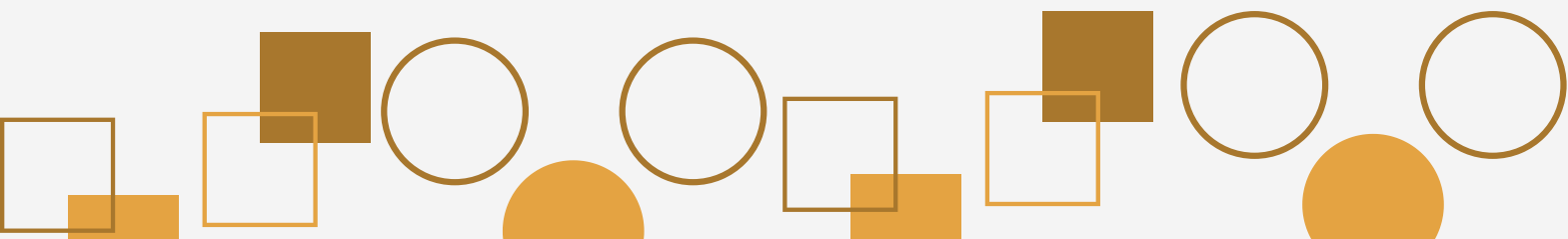
Joint Committee on New Student Orientation (JCNSO)

10 KEY RULES



The following are the key rules for new student orientation, which are aligned with the University's regulations, fostering a safe environment, and promoting diversity and respect. By adhering to these best practices, we can ensure that the orientation activities provide a positive and enriching experience for all participants.

- 1 Familiarize yourself with the JCNSO handbook:** All student organisers, facilitators, team leaders, and helpers must thoroughly read the JCNSO handbook to gain a comprehensive understanding of how to organise rewarding yet proper orientations.
- 2 Compliance with University Regulations and the Laws of Hong Kong:** All student organisers must ensure that all orientation activities strictly adhere to the University's regulations and policies, as well as comply with the laws of Hong Kong.
- 3 Campus-based activities:** All orientation activities should be organised on campus. City-hunt games are strictly prohibited and should not be included in any orientation activities. Prior Faculty/Department/College endorsements must be obtained if student organisers wish to arrange any significant off-campus activities.
- 4 Diversity and inclusion:** Orientation activities should be designed with diversity and inclusion components. All participants of the orientation activities should be expected to respect diversity, embrace inclusivity, and adhere to the rules regarding anti-discrimination and harassment.
- 5 Safe and welcoming environment:** All participants should be provided with a safe, clean, and friendly environment throughout the orientation activities.



6 Endorsement of activity plans and budgets: All activity plans, financial budget plans, and expenditure reports must be endorsed by the respective Faculties/Departments/Colleges.

7 Role of "Anti-discrimination Ambassadors" and "Mental Wellness Ambassadors": Student organisers should ensure that the designated "Anti-discrimination Ambassadors" and "Mental Wellness Ambassadors" fully understand their roles and responsibilities. They should be introduced to all participants at the beginning of the orientation activities.

8 Meaningful and respectful activities: Orientation activities should aim to facilitate new students in adapting to the learning environment of CUHK and building rapport with their peers. All orientation activities should be meaningful, constructive, respectful, and supportive.

9 Weather contingency plans: All participants should be reminded about the arrangements in case of typhoons, rainstorms, or heat stress during the orientation activities.

10 Reporting of emergencies: In the event of any emergency cases during the orientation activities, student organisers must promptly report them to JCNSO.



REMINDER

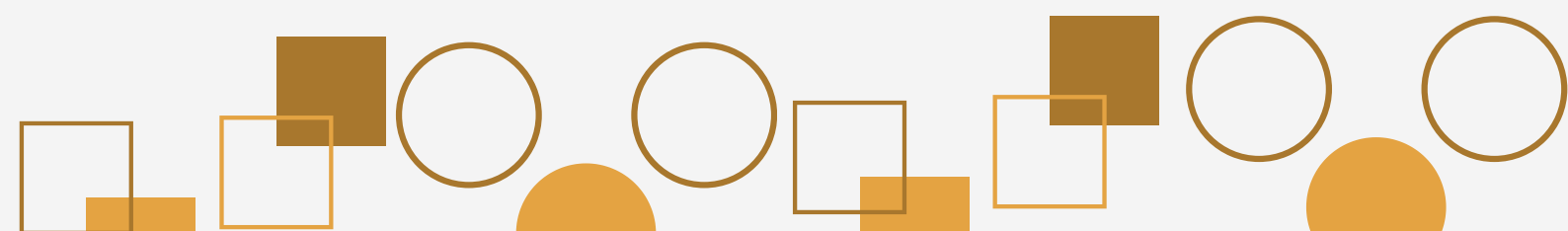


For those who violate the JCNSO rules mentioned in this handbook, the JCNSO reserves the right to:

Forbid the committees to reserve/use any on-campus hostel, campus venues, or equipment this year and/or in the coming year;

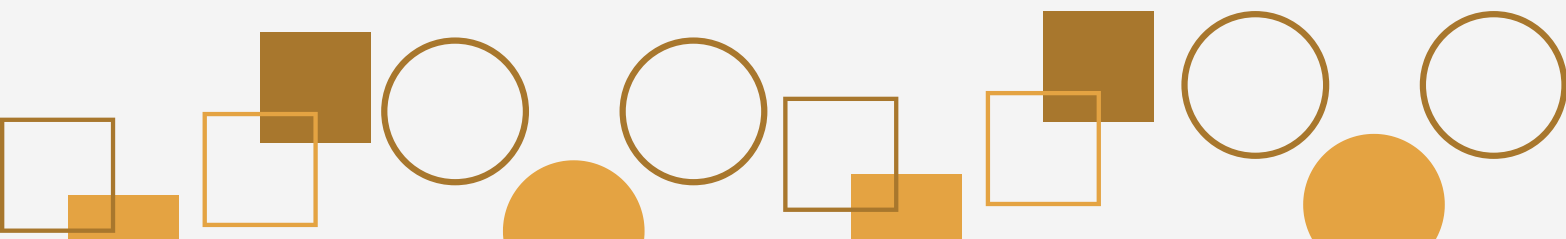
Reduce the amount of cash advancement of Faculty/Department OCamps and advise Colleges (College OCamps)/OSA (Meet-and-Greet Days for non-local students) to reduce the financial support to College Orientation Week in the coming year;

Report any serious rule violation cases (e.g. the involved students violate CUHK Code of Conduct) to the Faculty/Department/Unit/College for further handling.



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OBJECTIVES OF STUDENT-LED ORIENTATION ACTIVITIES



OCAMPS
FOR CUHK
STUDENTS ONLY

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

According to the CUHK Facts & Figures (as of 30 September 2023), 595 out of 4538 new students were non-local students. That means 13% of new students would be non-local students every year.

Creating a welcoming environment for new students from different cultural backgrounds 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 a new University journey can be overwhelming and stressful, and it may take time for some students to get settled and being included.



COLLABORATIONS



About Joint Committee on New Student Orientation (JCNSO)

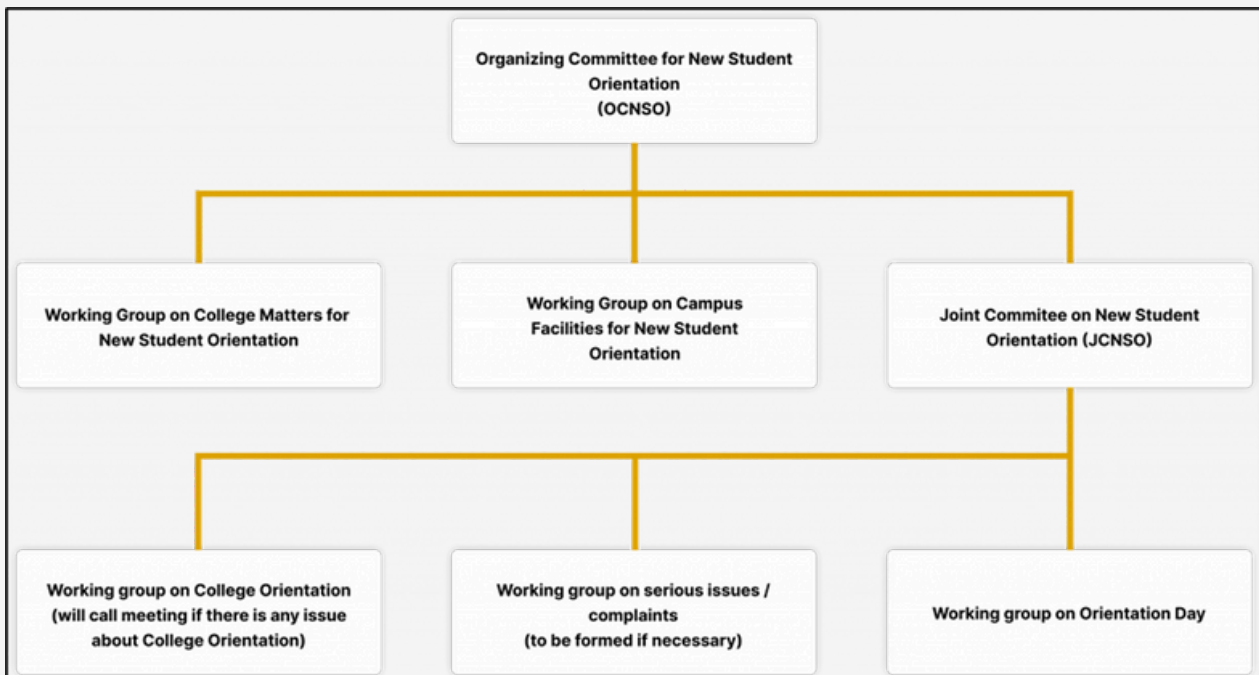
The JCNSO provides student organisers/helpers/facilitators of orientation activities with guidance and support. Dr. Fred Ku, Associate Dean (Undergraduate Studies), Faculty of Business Administration, serves as the Chairperson of the committee. Office of Student Affairs is the secretariat of the committee. Staff members include representatives from Colleges, the Office of Student Affairs, the Registration and Examinations Section, the 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 to 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 for 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.



Structure of the Committees/Working Groups for the University Orientation



Support from Faculties/Departments/Colleges

Faculties/Departments/Colleges provide resources and guidance to their student-led Faculty/Department/College orientation activities. All activity plans and financial budget plans should be endorsed by Faculties/Departments/Colleges. The student organisers are highly advised to contact the staff who provide support to their orientation activities before starting to plan any events (*the staff list is uploaded on the OSA server and a link is provided to the student organisers every May.*).



RESPONSIBILITIES OF A PREPARATORY COMMITTEE ON ORIENTATION

Orientation is the first university event that new students participate in at the beginning of their university life. Members of the Preparatory Committee on Orientation should manage all pre-orientation planning, coordinate with suppliers, mitigate safety risks during the Orientation, handle students' inquiries, provide sufficient and qualified training to team leaders, and resolve any issues that may arise during the events. The presidents and treasurers should be responsible for monitoring the 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.

All CUHK students should obey the [University regulations](#) and [Hong Kong Law](#). For student organisers, team leaders and facilitators, they are strongly advised to understand clearly [the national security in Hong Kong](#).

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



1

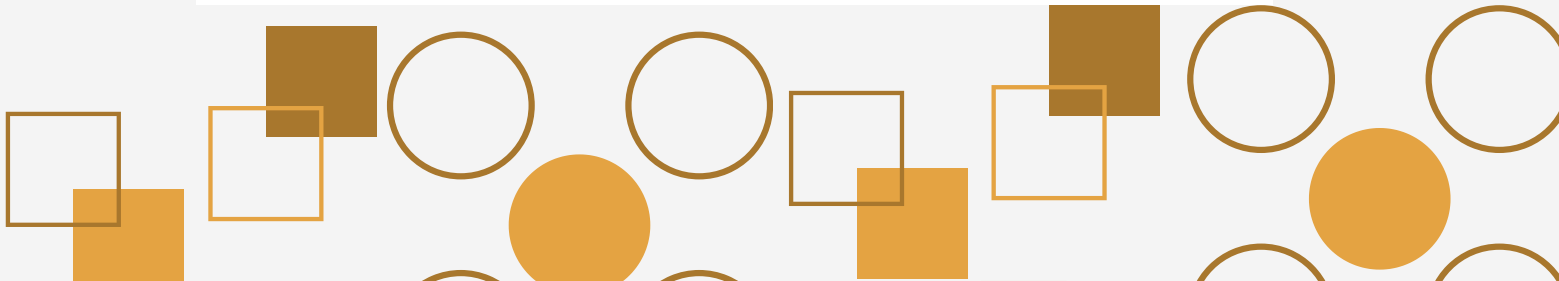
Undesirable behaviors of participants

Risk assessment, effective communication, and efficient logistics arrangement are key factors for the success of any CUHK orientation activities. Not only officer bearers of the organising 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 of the committee is to prevent any unlawful, uncontrollable and undesirable behaviors of participants. It is recommended to invite professors or lecturers to participate in the events. No alcoholic drink should be provided in any orientation activities.

Behaviours that are not allowed in University orientation activities



Examples of Meaningful Orientation Activities



2

MUST DO task



All student leaders who participate in the OCamps should spend an hour to complete the below training Module by the Diversity and Inclusion Office (DIO) of CUHK and update the result to [the JCNSO webform](#) before 15 July 2024.

Online Training Module on Preventing Sexual Harassment on Campus
<https://cadsh.cuhk.edu.hk/en-gb/training-events/eoc-online-training-module>

Your progress

Course completion
 This represents how much of the course content you have completed. Note that some content may not yet be released.

100% completed

Grades
 This represents your weighted grade against the grade needed to pass this course.

Your current grade: 100%
 Passing grade: 99%

✔ You're currently passing this course

Grade summary

Assignment type	Weight	Grade	Weighted grade
Quiz	40%	100%	40%
Scenario	40%	100%	40%
Evaluation	10%	100%	10%
Info	10%	100%	10%
Your current weighted grade summary			100%



3

Roles of the ambassadors in the committee

Mental wellness ambassadors

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

Anti-discrimination ambassadors

- Attend a training session on “Mental wellness of New students and Orientation organisers”, “Tips on supporting SEN new students” and “Talk on diversity and inclusion at CUHK”;
- Complete the Online Training Module on “Preventing Sexual Harassment on Campus”;
- Promote the module to the teammates and participants of the Orientation;
- Deliver a talk/workshop on anti-harassment to the teammates (including leaders, facilitators, EC, and OC) based on JCNSO materials;
- Review the rundown and game list to ensure the activities during the orientation camps are appropriate (e.g. to check if there is any inappropriate game that violates the anti-harassment rules of CUHK);
- Promote diversity and inclusion during the orientation camps;
- Report harassment cases to the JCNSO Secretariat (if any).



HOW TO PLAN PROPER AND SAFE OVERNIGHT ORIENTATION CAMPS AND DAY ACTIVITIES?

Orientation is designed to welcome and provide an introduction to new students. The University expects that orientation activities are carried out in a manner that fully respects the dignity of all participants, regardless of gender and nationality. Therefore, the University has zero tolerance for any offensive and inappropriate orientation activities. Inappropriate cheers, slogans, and games that adversely affect participants' emotions must be avoided. Any games/activities, such as cheers presentation sessions, that involve unnecessary and/or inappropriate body contact, consist of foul language, and bullying behaviors must be prohibited. **The University strongly advises students to organise all the orientation activities on campus. City-hunt games are not allowed. Faculty/Department/College endorsements must be sought if the student organisers want to arrange meaningful off-campus activities, such as firm visits, social services/workshops etc. The University does not plan to organise any mass joint college orientation activities this year.**



Some new students complained that orientation facilitators did not provide sufficient sleeping time during the orientation camps. Student organisers should respect all participants of the orientation camps, and each individual should have the right to opt-out from any orientation activity.



Understanding the rules for organising student-led orientation activities thoroughly

All student committee members, facilitators, team leaders and helpers should study the rules to understand how to organise rewarding yet proper orientations.



Clear activity planning

A purposeful orientation may make the university life of new students more fruitful. One of the main goals of the orientation is to let new students meet friends, therefore they must feel being included during the orientation. As new students may come from different countries or regions, some of them may not understand Cantonese. Therefore, when you are planning the 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 convenience of location, provision of facilities, readiness of student organisers/helpers, and the activities involved. Proper safety measures must be in place to ensure the well-being of the participants.



FOUR important safety considerations for overnight orientation camps include:

Training

The student organisers and their team/crew should be trained in handling emergency incident, skills in handling physical injuries, and anti-harassment measures. They should be aware of the potential risks and know how to minimize them.

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

All participants should be kept informed about the activities and any issues that arise during the camp to Faculty/Department and JCNSO.

Facilities

All participants should follow the rules of the hostel/facilities and use the facilities properly.



A note about cheer leading

To a certain extent, cheer leading and camp dances can create a pleasant and welcoming atmosphere. However, new students may not be keen on practicing the cheers and slogans. They should not be forced to do so. Selecting appropriate content for the orientation activities is essential. Student organisers should take the interest and expectation of new students into consideration when designing and planning the orientation activities.





Effective communication within the team

- 1 A clear structure of the team**

The roles of each position should be defined clearly. For example, a team leader (大組長) is also a team member, instead of an individual leader managing his/her team directly and solely. Team leaders should follow the JCNSO rules as the Presidents of the committees (營主) do. Another example is that a secretary of the committee has the same voting rights as a team leader (大組長) in the committee.
- 2 A transparent and detailed interview for facilitators (組爸媽)**

Facilitators (組爸媽) should understand the JCNSO rules and the aims of the OCamps clearly before they join the interviews. When all team members understand and share a common objective, it helps to align their efforts, coordinate their actions, and work together toward the goal. A clear goal provides direction and purpose, fosters focus and motivation, and allows for effective planning and decision-making within the team.
- 3 No cash as fine**

There is no right for any unit of the University to collect cash as a fine unless there is damage to furniture, venue, or equipment.

As listed on the first page of the JCNSO guidelines, there will be consequences for the teams including a team facilitator breaks the rules (e.g. bringing wine to share with new students during the OCamps, demonstrating some inappropriate slogans about harassment, etc). Therefore, effective team communication is essential.

ANTI-DISCRIMINATION AND HARASSMENT

Unawareness of discrimination can occur when a person or group is not aware of the existence or impact of discriminatory behaviors 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 the 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 discriminated against or sexually harassed can seek advice and assistance from the Committee Against Discrimination and Sexual Harassment.

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 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.

(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.

For details on the relevant policies and procedures, please visit the website of Diversity and Inclusion at <http://www.dio.cuhk.edu.hk/>.

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.



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 requests for sexual favors, to another person; or
 - (ii) engages in other unwelcome conduct of a sexual nature about that other person.

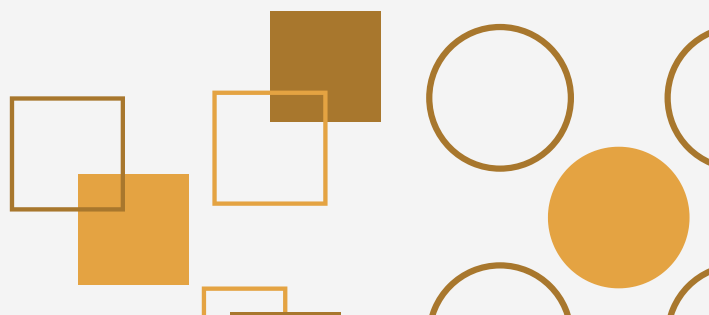
In circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that that person would be offended, humiliated, or intimidated; or

(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 environments, 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 parts of one's body;
- Offensive communications of a sexual nature, e.g., a group of students share funny messages in a chat group and some of the messages or photos are of a sexual nature;
- Unwanted invitations.

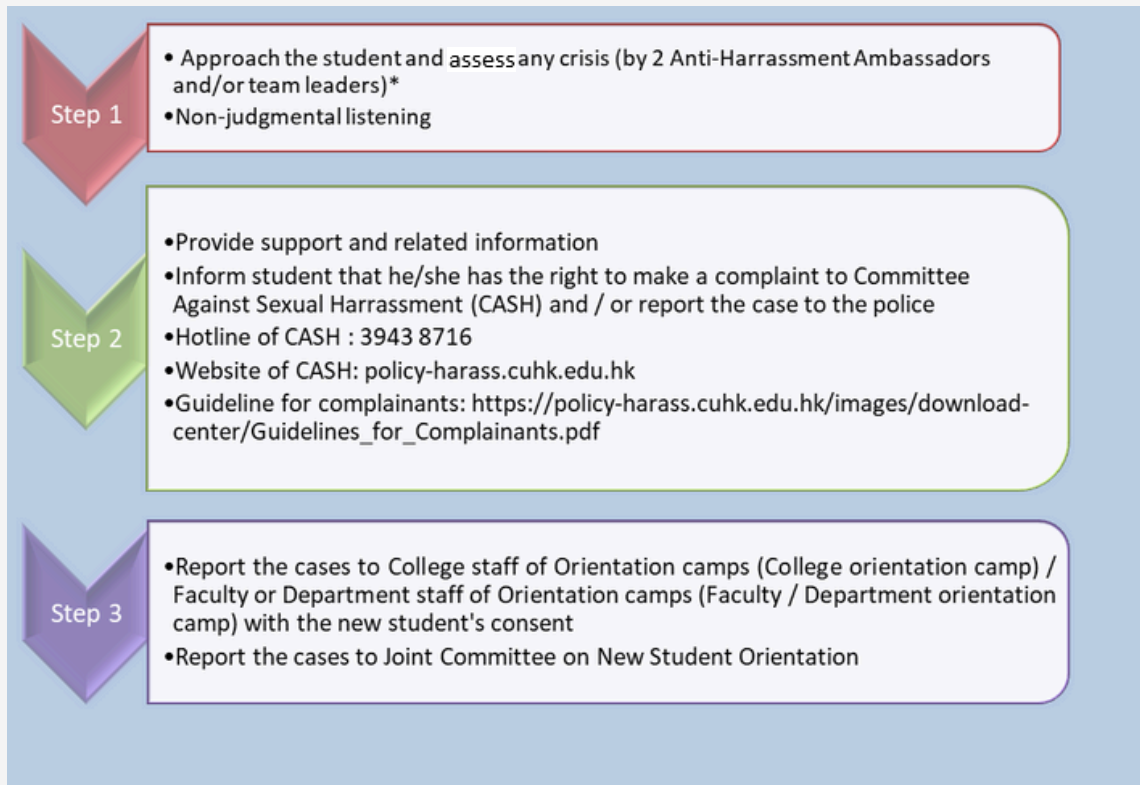
What are the scenarios of creating a hostile or intimidating environment on campus?

- 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 make 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 the 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 encounter any discrimination/sexual harassment;
- Avoid any 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).

Steps in Handling Suspected Cases of Sexual Harassment



Remarks:

**When the anti-discrimination ambassadors and/or student leaders approach the student, please be mindful of the student's emotions. If needed, please allow his/her teammate to accompany him/her. It is important to respect his/her right to share the situation with the people he/she trusts.*





Say No to Bullying

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

- 1** Report the bullying: If you witness or experience bullying during student-led orientation activities, you should report it to the appropriate authorities, including the orientation organisers, JCNSO, Faculties, or Departments. They are responsible for investigating the situation and taking appropriate actions to the issue.
- 2** Encourage the victims to seek support: Encourage them to seek support from mental-wellness ambassadors, friends, and teachers.
- 3** Take care of yourself: Bullying can be stressful and emotionally draining. For victims, it is important to take care of themselves by getting enough rest, eating well, and engaging in activities that they 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!



RULES ON UNIVERSITY AMENITIES

Hostel rules

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

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

No water games at CUHK

It is strictly forbidden to play any water games/competitions/activities on campus. Students who violate this rule are required to terminate the activities immediately and provide personal information of related student organisers (i.e., SID numbers, names of Orientation, and names) as a record. Appropriate disciplinary actions will be taken by JCNSO.



NEW STUDENTS AGED UNDER 18

Some new students may be aged under 18 when they participate in the orientation activities. Extra care should be given to those new students. In case they apply for an early leave of the Ocamp, their parents/guardians should be informed. They are also requested to provide the contact information of their parents/guardians via the JCNSO Online Registration System when they enroll in the OCamp.



MENTAL WELLNESS



We hope all new students enjoy and feel being welcomed during the orientation activities. In addition to the adjustment stress to CUHK, the vigorous orientation activities may be overwhelming to some new students and trigger their emotional distress. OCs and team leaders need to be aware of this and offer help when the new students experience emotional problems during the orientation programmes.

Possible challenges faced by new students during the orientation programmes;

- Adjusting to the campus environment within a short period of time;
- Stretching of the social comfort zone and making new friends in CUHK;
- Concerns about one's energy level for participating in vigorous activities during the orientation programmes.





How to help?

- 1 Keep stress level in check: communicate with new students their thoughts and feelings from time to time. Give appropriate feedback and support.
- 2 Be respectful: make sure that your words are not hostile, discriminatory, or sexually offensive. Do not use peer pressure to force new students to participate in activities that they do not feel comfortable with.
- 3 OCs and team leaders should pay attention to the emotions of new students. If a new student shows signs of mental disturbances, talk with him/her together with his/her good friends or team leaders to offer support.
- 4 Interpersonal compatibility may vary between new students and team leaders. Some new students may not feel comfortable speaking to their team leaders. Therefore, one student should be assigned as the peer emotional counseling buddy for them in each orientation to facilitate communication.
- 5 OCs and team leaders should be aware of their limitations in providing emotional support for the new students. While facing difficulties in handling the emotions of new students, please contact JCNSO 3943 7947 for assistance. Further follow-up would be arranged.
- 6 Ensure the environment is private and safe while talking with new students with mental disturbances. Be genuine and caring. Listen attentively with empathy. Avoid making judgmental comments or critical suggestions that might trigger new students' negative emotions.
- 7 If a new student indicates a preference of taking a break from the activity or leaving the event after 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

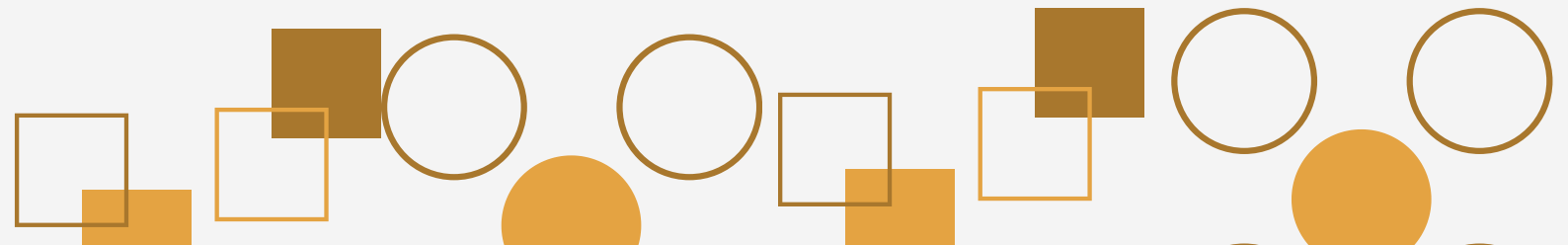
需要傾訴?

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



New students with special needs

Special Educational Needs (SEN) refers to a wide range of physical and mental challenges that require additional support and adaptations in the educational setting. 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 new students via the JCNSO online registration system and provide special arrangements that are needed in attending the orientations.

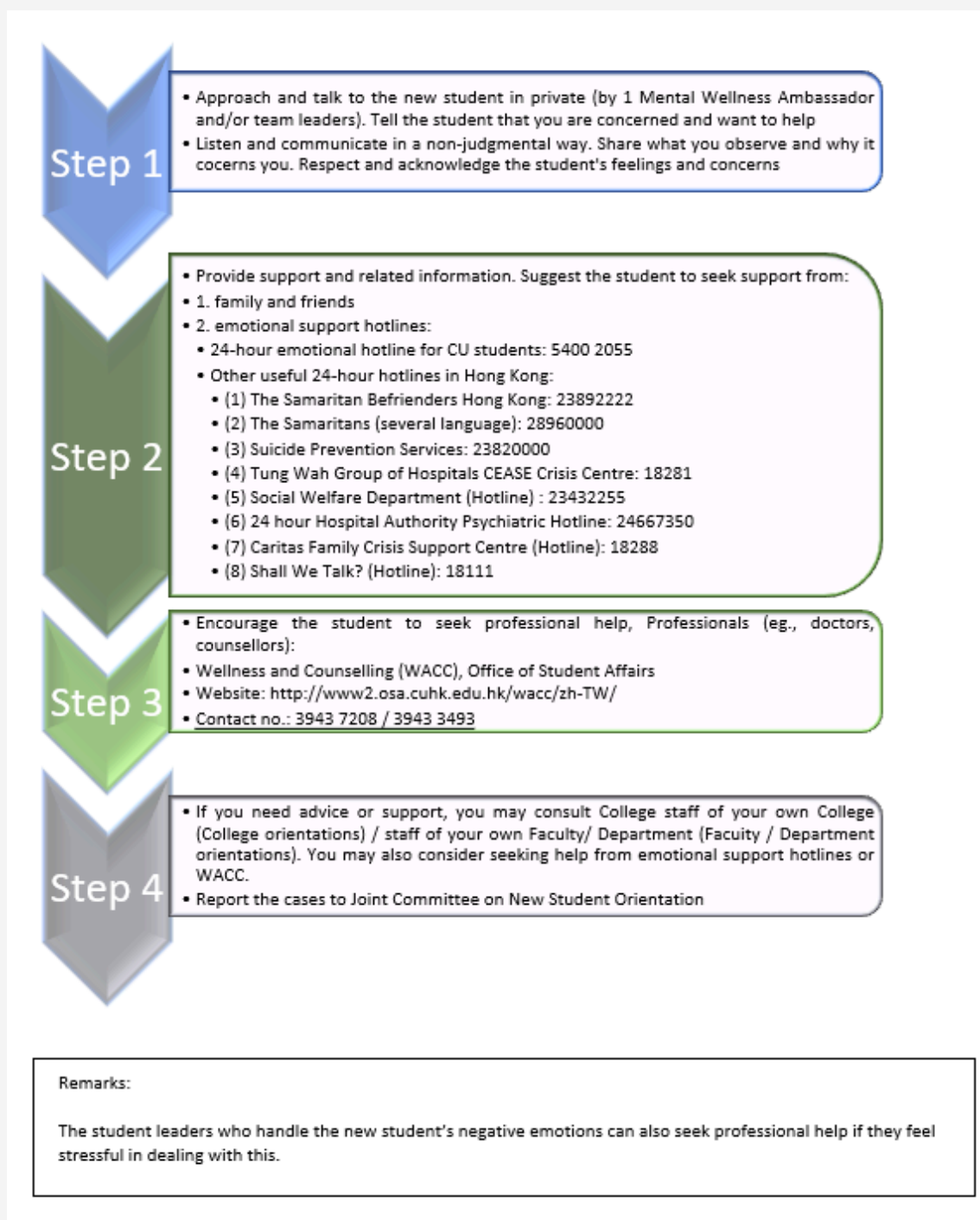
General tips for SEN support

- 1 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, and Visual Impairment) so that they know what to expect and can be better prepared.
- 2 In an online chatroom, an in-advance sound check with all participants and avoiding overlapping of sounds would be very helpful for students with hearing impairment and visual impairment.
- 3 Orientation organisers may also check with new students with SEN in advance whether they need any peer support/assistance during the activities.
- 4 Please keep the students' information confidential and always seek the students' consent if you wish to disclose their SEN with other participants.

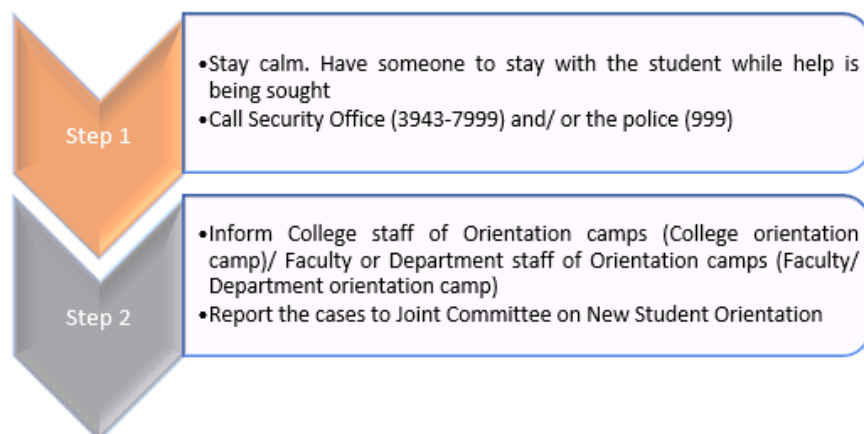
With an inclusive and accessible environment, new students with SEN will be able to engage the orientations the same as all other student. For further information and support on organising activities for students with SEN, please feel free to reach out to the SEN Service (SENS) of Office of Student Affairs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



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



Guidelines for New Student Orientation Camp team leaders and organising 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
- 24 hour Hospital Authority Psychiatric Hotline: 24667350
- Caritas Family Crisis Support Centre (Hotline): 18288
- Shall We Talk? (Hotline): 18111

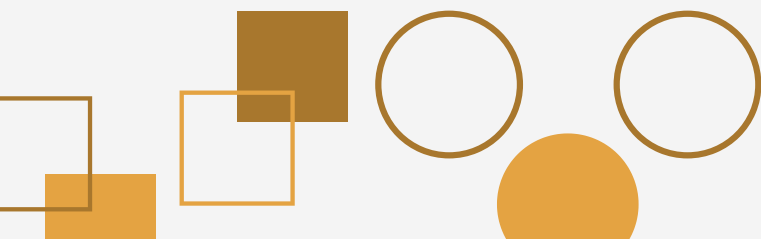
Wellness and Counselling Centre, Office of Student Affairs



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

Remarks:

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





FINANCIAL MANAGEMENT

Tips for team leaders (大組長)

Most teams of orientation helpers like organising gatherings (e.g., staycation, dinner gathering, day camp, hotpot gathering, etc.) before the orientation activities. Those expenses are entertainment expenses that are not related to orientation activities for new students. **Pre-orientation entertainment activities are not part of the official orientation activities.** However, team leaders (大組長) should handle the expenses properly. It is highly recommended that team leaders seek advice from their Financial Advisors (細O)/College staff (大O) on the budget of entertainment.

Here are some tips for team leaders (大組長) on how to handle the entertainment expenses and budget:

✓ DO'S

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 organise 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 fees without getting the consent of all teammates.
2. Team leaders (大組長) must not revise the budget without getting the consent of all teammates.
3. Team leaders (大組長) must not bully those teammates who show objection to their budget plans.
4. Team leaders (大組長) must not spend too much money on group entertainment activities because not all helpers can afford those high-cost activities (e.g. renting an apartment).

Financial Planning + Procedures (Tips for treasurers)

As a treasurer, you should pay attention to all the financial planning, procedures, deadlines, sponsorship agreements and related issues. You are reminded to:

Procedures

- 1) Be aware of the cash advancement formula:
A cap of $50\% \times (\text{O'camp fee} - \text{hostel fee at a full price}) \times \text{estimated no. of new students}$
- 2) Run the orientation activities within budget; Organisers must return the surplus to participants if the surplus amount is over HK10,000.
- 3) Reduce any unnecessary spending items and expenses for a cost-effective orientation;
- 4) Wisely use your budget plan as an important tool of financial management;
- 5) Obtain several quotations for comparison;
- 6) Study the terms of the agreements before completing any transactions;
- 7) Complete the budget and financial reports of Orientation and in detail; **All the budget plans, agreements of sponsorship, and financial reports (Faculty/Department Orientations) should be submitted to the financial advisors for signature before submitting them to JCNSO.**
- 8) Submit all the official receipts for their financial advisors' checking and endorsement; These documents include the vendor's name, goods sold, purchase price, date, receipt number, and other pertinent information.
- 9) Separate the purchases of your items and the products/materials for Orientations;
- 10) Be aware of the format of receipts; **All official receipts modified or rewritten without company chops are unacceptable. Invoices, delivery notes, or debit notes are not considered official receipts. Please keep the official receipts carefully.**
- 11) Avoid using credit cards to purchase Orientation materials/products;
- 12) Submit the financial budget and reports (with the original copies of receipts) to JCNSO within the deadlines.



Sponsorship

- 1 Reduce unnecessary sponsored products: New students look for an orientation to help them understand their departments/faculties/colleges and meet new friends. They do not attend orientation for souvenirs.
- 2 Complete the form of Orientation sponsorship, and seek the endorsement of your Faculty/Department/College before submitting it to the JCNSO;
- 3 Reject all the commercial booth/promotion/publicity activity during orientation requested by your sponsors;
- 4 Reject to provide any personal information of new students to a third party or promise to install any APP on behalf of new students without their consent;
- 5 Study and discuss the agreements with your teammates, Financial Advisors, and /or staff;
- 6 Reject to sign any agreement of sponsorship before seeking the endorsement of your Faculty/Department/College;
- 7 Remember that providing/using fake personal information causes a serious crime. The University received a complaint from a bank in the past. Some committee members were suspected of providing fake personal information of new students to the bank.
- 8 Be responsive and responsible when you are liaising with your sponsors.

EXAMPLE

Inappropriate terms of agreements

- At least 50% of the 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 of preparation time and 1 hour tea time session (total 2 hours) for the promotion of XXX program (XXX試食計劃) in a campsite or other venues, 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:
 1. Download the "XX" App on iOS App Store or Google Play Store.
 2. Login to the App with a Facebook account or email address.
 3. Input the individual codes provided to certify the students are from Party B.





INSURANCE

OCAMPS FOR CUHK STUDENTS ONLY

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 of the accidents. Students who want to claim insurance reimbursement, please contact the staff of the Finance Office directly. Some key points are shown as follows:

1. Insurance:

http://www.cuhk.edu.hk/bursary/eng/public/purchase_guides/insurance.html#Menu=ChildMenu11

2. The insurance company has the full rights 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 that are not planned and approved by the University are excluded from the insurance package.
4. Participants should read the details of the insurance before joining the Orientation.





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/canceled 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:
 - When Typhoon Signal No. 8 (or above) is canceled/lowered before 3:00 pm, the orientation organisers can start the camps 3 hours or more after the cancellation of the typhoon signal, but the check-in arrangements should be completed before 9:30 pm. If the orientation organisers decide to postpone the camp, please contact the hostel management teams/colleges directly. Please also report the check-in arrangements to the Joint Committee on New Student Orientation (JCNSO) to confirm the on-campus transportation arrangements before the orientation camps.
 - When Typhoon Signal No. 8 (or above) is canceled after 3:00pm, all orientation activities will be postponed to the next day.
- 3** The bad weather arrangement for the 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 a Black/Red Rainstorm Warning Signal is in force during the orientation activities, all outdoor activities should be immediately suspended, until the signal is lowered/canceled. Participants are advised to take shelter at a safe place until the traffic and weather conditions are 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 9:00 am or before 5:00 pm), 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 9:00 am or after 5:00 pm, the camp dismissal is optional. The participants should stay at hostels. Please be considerate and keep the voices down when the campers have any activities at the 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 the Emergency Operate Task which includes the representatives of the Office of Student Affairs, Colleges, Security and Transport Office, Student Representatives, 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 on leaving 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.
- 8) The orientation organisers should prepare sufficient food for the participants.

Heat stress arrangements

- 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 a 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





HEALTH TIPS

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

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

- 1) Stay alert : If anyone suffers from COVID-19/fever, they should take rest at home. All the participants should be reminded to bring their medicine, masks, and hand sanitizers.
- 2) Listen to your body : 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 a rest at home.
- 3) Get some rest : The participants should get sufficient rest during the Orientation to stay healthy, especially for those with chronic diseases.
- 4) Pay attention to personal hygiene and wash hands frequently;
- 5) Do not share personal hygiene items, utensils, etc. to prevent cross-infection;
- 6) Stay clean and clean up after every event;
- 7) Report to JCNSO immediately if there is a widespread disease infection during your orientation activities; JCNSO will report it to the Committee on Health Promotion and Protection (CHPP) of CUHK.



PROTECTION OF PERSONAL INFORMATION

Committee members usually collect participants' personal information for Orientation purposes. Personal data must be collected in a lawful and fair way, for a purpose directly related to a function/activity of the data users. 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 the Personal Data (Privacy) Ordinance (Cap. 486), contravention of an enforcement notice is an offense that could result in a maximum fine of HK\$50,000 and imprisonment for 2 years. An individual who suffers damage, including injured feelings, because of a contravention of the Ordinance about his or her personal data, may seek compensation from the data user concerned.

Please be reminded that the personal information of new students cannot be provided to a third party without the consent of the new students.

Everyone responsible for handling data (Data User) should follow the Six Data Protection Principles ("DPPs") which represent 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



COPYRIGHT INFRINGEMENT

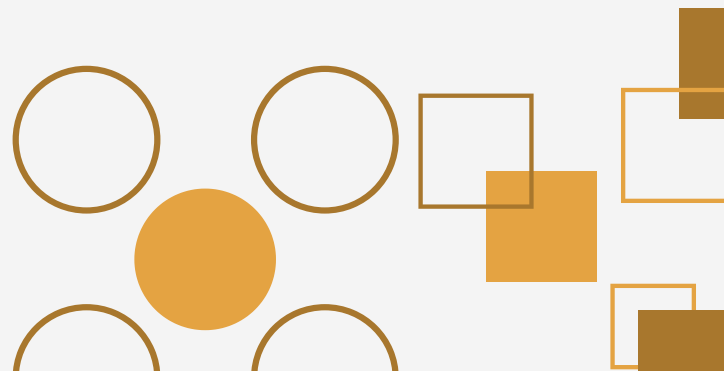
Derivative work is popular, however, any unauthorized use of these images and/or text may violate copyright laws. When designing promotional materials, props, Orientation uniforms, accessories, banners, and magazines, please respect intellectual property rights. Please keep in mind that plagiarism is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

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



MEDIA

The media has a strong interest in covering stories and reporting issues related to university orientation activities. Social media platforms such as Instagram, Facebook, Twitter, Weibo, and blogs serve as major channels through which journalists find photos and gather information about participants' experiences during orientation. However, it is important to note that some media coverage has been excessively negative, focusing solely on a few orientation photos that depict inappropriate and offensive games. To maintain a respectful learning environment, all participants should demonstrate common courtesy by avoiding any unsafe, illegal, or offensive behavior. Orientation organisers should take great care in designing games and planning activities, considering their potential impacts. It is highly advisable for student organisers to seek guidance from the staff of their respective faculties, departments, or colleges when they receive a media interview request. The expertise and advice of these staff members can help ensure that accurate and appropriate information about the Orientation is conveyed to the public.



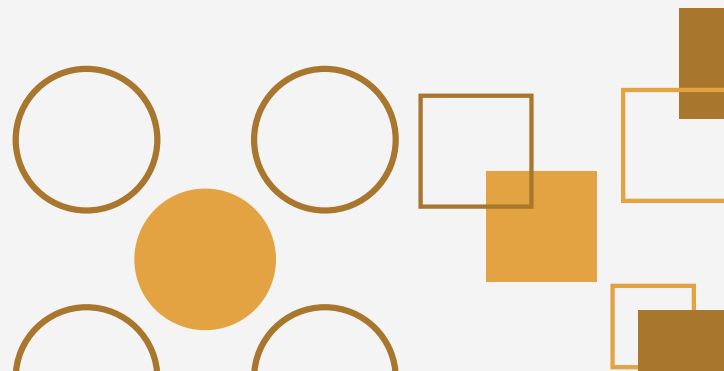


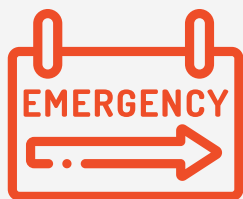
GREEN STUDENT-LED ORIENTATION ACTIVITIES

CUHK is committed to building an environmentally friendly and sustainable campus. Student orientation provides good opportunities for new students to get to know the University's sustainability policies, practices, and facilities. Organising committees and group facilitators are requested to take note of the following guidelines when organising orientation events.

About the below items, please visit the Social Responsibility and Sustainable Development Office (<https://srsdo.cuhk.edu.hk/home/guide-to-srsd/>) for details.

1. Sustainable Procurement
2. Waste Reduction
3. Water Conservation
4. Noise Control
5. Energy Conservation and Carbon Reduction





EMERGENCY CONTACTS

If an emergency such as a fire, accident, or serious injury occurs on campus, please call the security office (Telephone number: 3943 7999) at once and asking our security officers to report the case to the police. Security officers can help locate the incident site to the police and assist the ambulance/fire truck/police vehicle to arrive at the incident site on campus. Meanwhile, security officers also provide on-site assistance/support immediately.

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

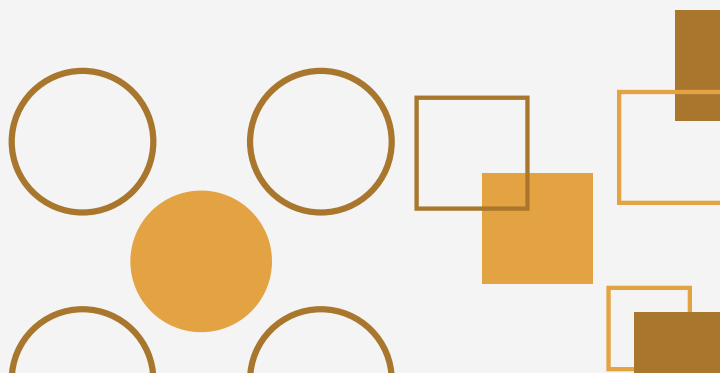
Wu Yee Sun College 3943 3983

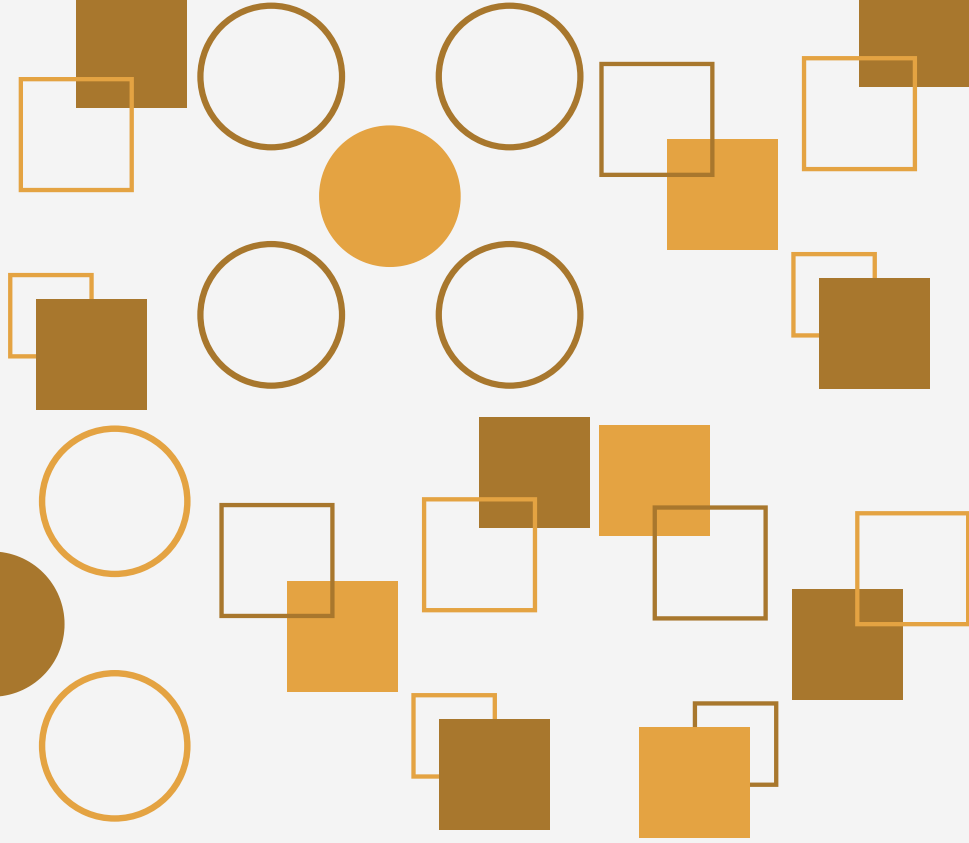
Lee Woo Sing College 3943 4703

Service Units

Security Office of CUHK 3943 7999

University Medical Service Office of CUHK 3943 6439





Joint Committee On New Student Orientation (JCNSO)
The Chinese University of Hong Kong

**LET'S GROW
TOGETHER**