

Ming Chuan University Procedures for Work-study Student Campus Patrol on Holidays

Passed at Regulation Review Committee Meeting on November 28, 2014
Revised and passed at General Affairs Committee Meeting on December 22, 2014

- Article 1 To prevent intruders from entering the university and assist the campus security guards in dealing with any sudden or dangerous occurrences, maintaining orders and a peaceful campus environment, protecting university property, Ming Chuan University Procedures for Work-study Student Campus Patrol on Holidays were established.
- Article 2 Recruitment, Evaluation and Admission:
1. Students with a certificate of low household income have priority.
 2. Admission: A staff member of the General Affairs Division will select applicants in accordance with the above criteria and establish the duty roster. All selected applicants must participate in pre-duty training to earn the qualification for this work-study job.
- Article 3 Work Principles:
1. Once on-duty work-study students find any suspicious objects or sudden occurrences on campus, please immediately check the matter in person and report to the campus security guards and Campus Security Report Center. However, if the on-duty work-study students are not able to handle the matter, please contact the responsible unit or ask the Campus Security Report Center to inform the police force for assistance, and make a record in the report.
 2. On-duty work-study students must immediately report any dangerous matters to the campus security guards and Campus Security Report Center and keep alert to protect themselves. On-duty work-study students must make a record in the report and submit to the responsible unit for final handling process.
- Article 4 Responsibilities:
1. Conduct campus patrol to maintain order and a peaceful campus environment, and to protect university property.
 2. Assist the campus security guards in campus patrol and traffic dispersion during important events held on campus.
 3. Assist in dealing with sudden or dangerous occurrences on campus in accordance with instructions from the responsible units.
 4. Watch the monitoring systems and report any suspicious objects or sudden occurrences to the on-duty campus security guard.
 5. Handle special matters as assigned.
- Article 5 Team assignments, patrol areas and shift distribution:
1. Work-study students will be divided into morning and evening shifts, each shift comprised of 3 to 4 students.
 2. The patrol areas include Taipei and Taoyuan campuses.

3. The shift hours run from 7:00 am to 10:00 pm during the holidays, winter and summer vacations.
4. For other locations, the work-study student requirement can be aligned with local conditions.

Article 6 Regulations for on-duty students:

1. All campus patrol work-study students are required to wear “on-duty” vests, and are not allowed to use notebook computer or computer while they are on-duty. All students are required to show their Student ID Card for checking when entering the campus. The work-study students must record the status of classroom use and activities, assist on-duty security guards, and handle special matters assigned by faculty members.
2. The work-study students must patrol each floor once per hour, swipe their card at each patrol point and sign the report book.
3. On holidays, after classroom use, all lights and air-conditioners should be shut off and doors locked to follow policy on energy savings and carbon emission reduction.

Article 7 General regulations:

1. All matters will be dealt with according to Student Merit and Demerit Procedures.
2. If work-study students must adjust their shifts, they should arrange replacements and leave a clear note. No tardiness or failure to report for duty is allowed.
3. Upon review by the responsible staff members, work-study students who are negligent in their work or who are troublemakers, will be released from their assignment and replaced by someone else.
4. Should any loss or damage of equipment occur due to individual carelessness, the individual is required to pay compensation at current prices.

Article 8 Upon being passed at the General Affairs Committee Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****