



Undertaking

Joint University Barrier-free Discovery Tour (Taiwan) (hereafter the “Tour”) is co-organized by the Counseling and Wellness Center of The Hong Kong University of Science and Technology and the Unit for Students with Special Educational Needs of the Hong Kong Baptist University (hereafter the “Organizers”). The Tour will be held from 11 to 15 June 2023. To officially become one of the participants of the Tour, you must understand and observe the rules and regulations below:

A. Confirmation of Admission and Submission of Information

1. **Successful applicants** need to submit the following items:
 - a) Bank-in Slip/Receipt of HK\$2,500 deposit. Deposit will be refunded to students upon full participation of the Tour and fulfilled the obligations.
 - b) Completed Undertaking form.
 - c) Completed Health Declaration Form for Overseas Tour.
(with provision of proof on healthy condition being fit to travel overseas upon request).
 - d) Photocopy of travel document (with validity until 31 January 2024).
 - e) Photocopy of Hong Kong Identity Card.
 - f) For HKBU participants only: Photocopy of bank information, e.g. ATM card or bank book with participant's name stated (For reimbursement of the deposit).

B. Requirements on Attendance

1. Participants must attain 100% attendance in the activities listed on the Activity Schedule (to be sent to successful applicants).
2. Be punctual in all the activities and handle all tasks as listed on the Activity Schedule. A three-day notice by email with supporting documents is required if the participant cannot attend a particular event. In case of medical reasons, a certificate of sick leave issued by a local registered doctor has to be submitted within one day after the event.

C. About the Trip

Before Departure:

1. Participants should inform the respective guardian(s)/ medical professional the schedule, arrangement, transportation, emergency contact, insurance and other important information related to the Tour before departure.
2. Participants must ensure their own health conditions fully fit for the Tour. When in doubt, please consult doctors and inform/discuss with the Organizers. The Organizers reserve the right to decline any participant whose health condition is perceived as interfering with the safety of the individual or the group. In that case, the participant should bear the consequential costs of any risks that may be created, directly or indirectly.
3. For the case of traveling with a care-giver, s/he shall be responsible for his/her own traveling expenses & liability.
4. Participants own the responsibility to obtain valid travel documents to enter/exit Taiwan, if necessary, on their own accord and at their own expense. If the participant cannot apply for the travel documents due to personal reasons (e.g. delay, lack of supporting documents), the paid deposit of the Tour will not be refunded. The Organizers also reserve the rights to request for compensation from the participants on any possible loss including travel tickets, accommodation fee, etc. that are already paid.
5. If necessary, please arrange relevant vaccination before departure.
6. Participants must **depart from and return to Hong Kong as a team on assigned dates of the Tour** and are responsible for all of their own expenses after withdrawal from the team. The Organizers will not certify the completion of the Tour to the participants who withdraw from the Tour, which will result in no deposit refund.
7. Please purchase a separate insurance plan if extra travel protection is needed. Please read carefully the terms and conditions of the travel insurance provided by the university on the below websites:

HKUST: <https://sfao.ust.hk/individual.php?l=11>

HKBU: <http://fohome.hkbu.edu.hk/> (Menu bar "Students" > "Insurance for students" > "Standard Cover Provided by the University" > "Personal Overseas Trips Insurance Summary - Student Only - (Zurich: TTT0001125ZC)")

During the Trip:

8. Participants must follow the rules and regulations set out by the Organizers (details to be distributed in the Training & Briefing session scheduled on **30 May 2023**).

After the Trip:

9. A debriefing session will be held on **24 June 2023**. All participants must attend it.

D. Others

1. Formal written Undertaking with supporting documents must be provided **in case of withdrawal from the Tour**. The Organizers reserve the rights to request for compensation from the participants on any possible loss including travel tickets, accommodation fee, etc. already paid.
2. The Organizers have the final decision on the suitability of the participants in continuing with any parts of the Tour. The deposits paid by the participants will not be refunded under any circumstances in this case.
3. The Organizers reserve the right to adjust the Tour in the overseas trip or even cancel the overseas trip if the Organizers observe that the participants' personal safety is at high risk due to severe situations (e.g. political instability, natural disasters, pandemic outbreak, etc.) in Hong Kong and the trip destination.
4. The content of the Tour is subject to change by the Organizers without prior notice. The Organizers accept no liability for any loss or damage howsoever arising from any use or misuse of or reliance on any information in the Tour.
5. The Organizers reserve the right to feature the names, voice and appearance of the participants of the Tour in any audio and visual publications of the Tour and with any purposes related to education, advocacy of inclusion of the participating Universities.

E. Collection of Two Emergency Contacts

Please provide us below your emergency contacts :

Person One

Name : _____

Relationship : _____

Tel : (Home) _____

Tel (Taiwan, if any) : _____

(Mobile) _____

Person Two

Name : _____

Relationship : _____

Tel : (Home) _____

Tel (Taiwan, if any) : _____

(Mobile) _____

** Your emergency contact persons must be aged 18 or above. You may provide us with more than one telephone number. For non-local number, please state the regional code as appropriate. If you have any update of your emergency contact for the Tour, please take immediate action to inform the Organizers.*

DECLARATION

I, the undersigned, declare that;

- ◇ I understand clearly and I am willing to follow all the above-mentioned rules and regulations throughout the Tour;
- ◇ I understand clearly the possible risks involved in this overseas trip. I have already communicated thoroughly with my guardian(s)/ medical practitioner(s) on all relevant issues;
- ◇ The emergency contact information I provided above is up-to-date and will inform the Organizers at due course if there is any change before / during the Tour;
- ◇ I will take full responsibility for my safety, health and personal hygiene throughout the Tour;
- ◇ I understand the Organizers reserve the right to disqualify me and/or to not recognize my participation in the Tour should I violate any of the above rules and regulations and/or all other regulations set by the Organizers;
- ◇ I have kept a copy of this signed Undertaking for future reference and the original copy will be returned to my University.

The End