

Title: 文件名:	Trip Protocol and Travel Liability Waiver 旅行规定及旅行责任书
Policy Owner: 文件所有者:	Office of Student Development 学生发展办公室
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Student Requirements for Tianjin Juilliard Sponsored Travel 天津茱莉亚学院院办活动参加守则

The Tianjin Juilliard School ("**Tianjin Juilliard**" or "**School**") imposes certain requirements on students traveling in connection with various Tianjin Juilliard-sponsored programs or events. Students must complete these requirements if the program or event:

天津茱莉亚学院（“天津茱莉亚”或“学院”）对参加天津茱莉亚所赞助各种项目或活动的学生提出了具体要求。如该项目或活动符合以下情形，学生必须遵守相关要求：

- Takes place outside the city of Tianjin, regardless of whether an overnight stay is involved
发生在天津市以外，无论是否涉及过夜
- Has a sponsoring department or was otherwise organized by Tianjin Juilliard
有赞助部门或由天津茱莉亚以其他方式组织
- Involves School-provided or School-organized transportation and/or accommodations
涉及学院提供或安排的交通及/或住宿
- Is paid for or financed by the School
由学院支付或资助
- Has an individual (usually from the originating Tianjin Juilliard department) designated as a "Trip Leader"
指定专人（通常来自于天津茱莉亚发起活动的部门）为行程负责人

All students traveling in connection with a Tianjin Juilliard-sponsored program or event meeting the above criteria must complete the following steps prior to their departure: a) review and comply with the requirements below (students must initial where indicated); b) review and sign

the Student Travel Waiver: Assumption of Risk & Release of Liability and provide the requested emergency contact information; and c) return the completed forms to the designated Trip Leader. **Required registration for the trip will not be valid until you return the forms to the Trip Leader.**

所有参加符合上述标准的天津茱莉亚赞助项目或活动的学生必须在出发前完成以下步骤：a) 阅读并遵守以下规定（学生必须在注明处签名）；b) 审核并签署学生旅行免责声明：承担风险和免除责任，并提供所需的紧急联系信息；c) 将填写好的表格交回指定的行程负责人。**旅行登记将在签名文件交给行程负责人后生效。**

1. Students participating in overnight trips are required to have adequate medical coverage. The Trip Leader should collect insurance information from each student prior to departing on the trip. It is the responsibility of the student to have proof of medical insurance on his/her person during the trip.

参加需过夜旅行的学生必须有合适且充分的医疗保险。行程负责人应在出发前收集每位学生的保险信息。学生有责任在旅行期间提供本人的医疗保险证明。

- **For international trips:** All participants **must** have International Travel Insurance. Participants should consult their Trip Leader to ensure that they have appropriate coverage.

国际旅行：所有参与者**必须**购买国际旅行保险。参与者应向其行程负责人进行咨询，以确保保险范围恰当。

2. International students traveling abroad **must** consult with the Office of Student Development at osd@tianjinjuilliard.edu.cn to ensure they have proper documentation to travel and perform, if applicable. International students who travel abroad also need to ensure that they have the proper documentation to re-enter China.

国际学生出国旅游必须咨询学生发展办公室osd@tianjinjuilliard.edu.cn，以确保自己持有全部旅游所需文件（如适用）。出国旅游的国际学生也需确保持有能够重新进入中国的有效文件。

3. All students **must** use School-provided transportation to and from the event and must stay in the accommodations that are organized and provided by the School as part of the trip, unless an exception is made for a specific reason and approved in writing by the Trip Leader and/or the Associate Dean of Student Development or their designees.

所有学生参加活动时**必须**乘坐学院提供的交通工具，服从往返交通安排，并住在由学院提供的住宿场所内。有特殊原因并经行程负责人和/或学生发展总监或其他指定人员书面批准的情况除外。

4. If the student has a medical condition, it is the student's responsibility to have all necessary medications during the trip and to administer the prescribed dosage. The student may inform the Trip Leader of the medical condition if he/she is comfortable doing so or thinks it necessary/important to alert the staff; however, all responsibility for medications remains with the student.

若学生有身体疾病，其有责任在旅途中按照规定剂量服用所有必要的药物。如果学生愿意或认为应该/十分必要提醒工作人员，则可以将相关情况告知旅行负责人；但是，所有服用药物的责任仍由学生承担。

5. Groups of students should travel together. It is strongly recommended that students be with at least one other student during the trip.

学生应该与团队一起旅行。强烈建议学生在旅途中至少与其他一名学生一起行动。

6. Questions regarding trip requirements may be directed to the Associate Dean of Student Development.

旅行要求相关问题可直接向学生发展总监提出。

Initial here before continuing to the *Student Travel Waiver*: _____

在此处签名后继续填写学生旅行免责书： _____