**BEIJING NORMAL UNIVERSITY-HONG KONG BAPTIST UNIVERSITY**

**UNITED INTERNATIONAL COLLEGE**

**Regulations and Policy on Use of Unmanned Aerial Vehicles**

**北京师范大学-香港浸会大学联合国际学院 校园区域内飞行器（无人机）管理办法**

Unmanned aerial vehicles (UAVs) have become increasingly popular. In order to ensure the safety of assets and privacy of students and staff members in the United International College (UIC) campus, the following regulations applicable to the use of Unmanned Aerial Vehicles(UAVs) inside the campus：

为加强校园区域内无人飞行器的安全管理,维护师生正常的工作、学习、生活秩序， 保障师生的人身财产安全及个人隐私不受侵犯，营造良好的校园安全环境。现对在校园区域内使用飞行器（无人机）做如下规定：

**1.** No enterprises or individuals are allowed to use Unmanned Aerial vehicles (UAVs) on campus without permission from UIC.

任何单位或个人未经允许不准在 UIC 校园内使用飞行器（无人机）。

**2.**Students or faculty members who request to use Unmanned Aerial Vehicles(UAVs) inside the campus must obtain a prior written approval from his/her Dean & Program Director， and then submit the application to EMO to get the final written approval from the Vice President.

未经允许任何单位和个人不得在校园区域内使用飞行器（无人机）等。申请经部门（学部）主要负责人或处长初步签字同意，并经EMO 审核通过，最终需由负责总务工作的副校长签名确认。

**3.** UAV operators must not interfere with students’ and faculty members’ privacy and normal life.

禁止窥探、干扰师生日常生活及隐私，影响正常的教学秩序。

**4.** UAVs are not allowed to be used for performance, competition and advertisement.

禁止从事表演、竞技、发布广告、标语等。

**5.** Operation of UAVs within disapproval premises is strictly prohibited.

禁止在未经许可区域（场地）使用。

**6.** Photos and related images obtained through UAVs for use in commercial purpose is strictly prohibited.

禁止拍摄素材用作商业用途。

**7.** Operation of UAVs must not affect the safety of both personal and property safety of students or faculty members.

使用期间要保障师生人身安全和财产安全。

**8.** For those who make any illegal use of photos or images obtained from using UAV would be investigated for relative legal responsibility.

后期处理不当如造成重大影响将追究相关法律责任。

Estates Management Office

二〇二一年十二月

**Unmanned Aerial Vehicles (UAV) Request Form**

**校园区域内飞行器（无人机）使用申请表**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name 姓名 |  | Gender  性别 |  | | Nationality 国籍 | |  |
| Type of ID Card  证件类别 | 学生证 Student Card 职员证 Staff Card 身份证 Identity Card | | | | | | |
| Card Number 证件号码 |  | | | Contact Phone Number 联系电话 | |  | |
| Date and Time for using  使用日期时间 |  | | | | | | |
| Using area 使用区域 |  | | | | | | |
| Reasons for Using 用途 |  | | | | | | |
| Unit/Division 部门(学部） |  | | Application Date（M/D/Y） 申请日期 | | | |  |
| Approval/Disapproval by the Unit Head of the Application 申请人部门意见 |  | | | | | | |
| Approval/Disapproval by EMO  EMO意见 |  | | | | | | |
| Approval/Disapproval by the Vice President 分管学生和总务工作副校长意见 |  | | | | | | |

The applicant should read carefully and understand the above “Regulations and Policy on Use of Unmanned Aerial Vehicles. “ The application by the applicant for approval to use UAV is deemed as agreeing with and observing all the above regulations. 申请人在提出申请时应细阅《北京师范大学-香港浸会大学联合国际学院校园区域内飞行器（无人机）管理办法》，申请 经批准则视为申请人同意并接受、遵守管理办法中的所有条款。