

CYCU Regulations Governing Management of Drones

Approved at the 987th School Administration Council on January 7, 2021

- Article 1. In order to maintain campus public safety, privacy, and environmental order, these regulations are established for the management of CYCU Regulations Governing Management of Drones (referred to as "the University").
- Article 2. The term "Drone" in these regulations refers to unmanned multi-rotor aircraft used within the University premises as defined by the Civil Aviation Act.
- Article 3. Operators of Drones must hold the corresponding level of operational certificate issued by the Civil Aeronautics Administration before conducting operations. During operations, attention should be paid to flight altitude, speed, and noise levels, and compliance with the "Civil Aviation Act", "Regulations of Drones", and other relevant laws and regulations.
- Article 4. Operating Drone flights within the University campus without prior approval is prohibited.
When University faculty and staff have a need to operate Drones for teaching, research, or official duties, they should submit a project application for approval in advance and comply with the following regulations:
1. The applicant should prepare the application form (as attached) one week before the Drone operation and submit it to the General Service Division, Office of General Affairs of the University, and it will be forwarded to the School Security Center for review.
 2. On-site operators should possess a professional-level certification and be present throughout the entire operation of the remote-controlled unmanned aircraft. They should also effectively control the entry and exit of personnel in the vicinity of the operating area.
 3. The presence of an instructor for on-site guidance is required.
 4. Even with approved applications, if safety concerns arise during flight activities due to environmental conditions, weather factors, etc, the University may request the operator to temporarily postpone or stop the flight.
- Article 5. When operating remote-controlled unmanned aircraft, the recorded content or actions must not violate laws or regulations set by the University. If the University has concerns regarding the recorded content, it may request to inspect and handle or delete the content in accordance with the relevant laws and regulations.
- Article 6. Unauthorized operators who fail to submit an application and obtain approval or violate the preceding regulations may be required to immediately cease operations. If the operator is a University faculty member or student, the matter will be handled by the relevant department. If the operator is an external individual, they will be prohibited from operating flights. The University shall not be held liable for compensation for damages if the prevention of unauthorized operations results in damage to the remote-controlled unmanned aircraft.
- Article 7. When remote-controlled unmanned aircraft, which are University property, are operated outside the campus, prior approval must be obtained from the management unit, and it should be reported to the responsible unit within the University for verification.
- Article 8. University faculty, staff, or students who cause harm to others or receive penalties from competent authorities due to violations of laws and regulations while operating Drones within or outside the University campus shall bear the related legal responsibilities. The same applies if damage is caused by the falling or dropping of

objects from the remote-controlled unmanned aircraft.

When the University is penalized by competent authorities due to the actions mentioned in the preceding paragraph, the University may seek compensation from the applicant and operator.

Article 9. Matters not stipulated in these regulations shall be handled in accordance with the Civil Aviation Act, Regulations of Drones, and other relevant laws and regulations.

Article 10. The Regulations are passed by the School Administration Council, and shall be promulgated and enforced by the President. The same shall apply where the Regulations are amended.

CYCU Drone Application Form

Attachments

Applying Unit		Tel. No.	
Applicant's Name		Applicant Unit Supervisor	
On-Site Responsible Person's Name		On-Site Responsible Person's Contact Mobile	
		On-Site Responsible Person's Operator Certificate Number <small>Note 1</small>	
Operator 1		Operator Certificate Number <small>Note 1</small>	
Operator 2		Operator Certificate Number <small>Note 1</small>	
Causes			
Model of Remote-Controlled Unmanned Aircraft		Registration Number <small>Note 2</small>	
Equipment to be Used <small>(Please attach frontal and overhead photos of the unmanned aircraft, including the registration number)</small>			
Requested Flight Operation Time	From (Time) on (Date: MM/DD/YYYY) to (Time) on (Date: MM/DD/YYYY)		
Requested Flight Operation Area	<input type="checkbox"/> Within the Campus _____ <input type="checkbox"/> Outside the Campus _____ (Please attach a map indicating the detailed scope)		
<p>The applicant agrees that the operation of the Drone on the specified day is limited to the approved area. I confirm that the attached information is accurate and complete, and I fully understand and agree to comply with the CYCU Regulations Governing Management of Drones and relevant laws and regulations. Your kind approval is requested.</p> <p>Applicant: _____ (Signature/seal) Date of Application: _____</p>			
Unit supervisor	General Service Division, Office of General Affairs	School Security Center	Secretariat
	<input type="checkbox"/> Approved, registered, and recorded <input type="checkbox"/> Not approved, original documents returned to the applicant unit		

Note 1: For natural persons owning drones with a maximum takeoff weight of over 2 kilograms and unmanned aircraft owned by government agencies, schools, or legal entities, the operator certificate number and a copy of the operator certificate must be provided.

Note 2: For drones owned by natural persons with a maximum takeoff weight of over 250 grams and unmanned aircraft owned by government agencies, schools, or legal entities, the registration number must be provided.