

## 来华留学生住宿管理规定

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留学生公寓是我校专门为留学生提供的住宿场所，特制定以下各项规定：

International apartments are the resident places specially provided for international students.

The regulations are formulated as follows:

1、持普通护照并在我校注册的境外学生，都安排在留学生公寓居住。留学生经我校国际教育学院同意，凭本人录取通知书和护照，填写《住宿登记表》办理登记入住手续。

(1) International students who hold ordinary passports and enroll in our school shall live in principle in international apartments designated for them. They are required to fill in the Accommodation Registration Form and go through the formalities with their passports and Admission Notice.

2、留学生住宿由国际教育学院会同公寓管理部门(物业)统一安排。

(2) Accommodation of international student is uniformly arranged by School of International Education and Apartment Management Department.

3、留学生应遵守学校的住宿规定，服从国际教育学院与公寓管理人员的安排，按指定房间住宿，不得私自换房、转借他人居住或强占房间。

(3) International students should abide by the accommodation regulations and obey the arrangement of School of International Education and apartment administrative personnel. International students should live in the assigned room without changing, subleasing or encroaching.

4、无正式婚姻关系，男女生不可合住一间房。

(4) Males and females, without legal marital relations, shall not live in one room.

5、入住之后，不可私自留宿他人。家属留宿，须经国际教育学院同意。

(5) Do not lodge visitors. If it were family members, please get the permission of International School of Education.

6、学生退学时，须由公寓管理员检查房间内的设施以及物品。若发现房内设施、物品有人为污染、损坏或者遗失，公寓管理部门(物业)要求按照市场价格进行赔偿。

(6) When students quit school, apartment administrative personnel shall check the articles and facilities in the room. If there is pollution, damage or loss of articles, shall ask students for compensating for the corresponding prices.

7、中途退学或学习期满的留学生，应在 10 天内办理退房手续。

(7) Dropouts or students who have finished study shall checkout within 10 days.

8、住宿者自行保管房间钥匙，若有遗失，应及时向公寓管理员报告登记并交费补配，退房时须交房间钥匙（不得私自调换房间门锁及安装门铃等）。

(8) Students shall keep room keys by themselves. If the key is lost, student shall immediately notify administrative personnel, register and pay the duplicate fee. Hand in keys when checking out (privately changing keys of rooms or installing door bells is forbidden).

9、禁止在室内使用电炉以及其他电加热器具，不准自己随意安装或改造线路。严禁将易燃、易爆、剧毒、放射性等危险物品带入公寓或公寓区。不得在楼内或向窗外燃放烟火、爆竹。遵守防火规定，严防火灾。

(9) Electric stove or other electric heating devices are forbidden. Installing and reconstructing circuit is prohibited. Dangerous articles such as inflammable, explosive, virulent and radioactive articles can not be brought into apartments. Students shall not set off fireworks in apartment or beside windows, and shall obey fireproofing rules and prevent fires.

10、应保持公寓安静，不得在公寓内从事影响他人学习和休息的活动，如跳舞、大声喧哗、高声放音乐等。

(10) Students shall keep quiet in apartment; do not engage in such activities as dancing, shouting loudly, and playing music which affect others' study and rest.

11、保持公寓内外卫生，要定期打扫卫生，并讲究个人卫生，保持整洁舒适的公寓内外环境。禁止在公寓楼内饲养禽畜及各类宠物。

(11) Students shall keep apartment clean inside and outside; do cleaning regularly, pay attention to personal hygiene and keep the surroundings tidy and clean. No pets, birds and livestock feeding are allowed in the apartment.

12、不得在走廊堆放私人物品，不得在走廊墙壁处随意涂划和张贴。

(12) Students shall not stack private articles in corridors, scribble or paste on walls.

13、节约能源，遵守用电、用水规定。

(13) Students shall save energy sources, obey the regulations on electricity and water usage.

14、公寓内基本设施：床、床垫、写字台、椅、衣柜、台灯、空调、热水淋浴器。

(14) Basic apartment facilities include bed, mattress, writing desk, chairs, wardrobe, reading lamp, air conditioner and shower.

15、爱护公物，正确使用公寓公物，不得人为污染，不得对物品私自拆卸、改装。损坏公物要照价赔偿。恶意损坏公物者将根据情节进行处罚。

(15) Students shall take care of public properties and use them properly. Polluting, disassembling without permission and modifying are forbidden. Students shall pay the full price for anything damaged, and those who maliciously damage public properties will be punished in accordance with the seriousness of circumstances.

16、禁止在公寓内酗酒，不得利用公寓从事违反中国法律和学校规章制度的活动，如传教、斗殴、聚赌、吸毒、卖淫、宿娼等违法犯罪活动。不得播放淫秽录音、录像及 VCD、DVD 等。

(16) Students shall not drink excessively in apartment, engage in illegal activities that violate Chinese laws and university regulations including proselytizing, fighting, gambling, drug taking, prostitution, playing obscene videos, VCD, DVD, etc.

17、自觉遵守公寓的作息和会客制度，外出者应在 22:00 前返回公寓。会客时间为：16:00—21:00。来访客人需出示有效证件，登记、填写会客单，留下证件后由被访人领入，离开时取回证件。无证件者一律不得入内。会客时，不得大声喧哗，影响周围人员的学习、生活。客人须在 21:00 前离开。超过会客时间，公寓管理人员有权通知来客离开。公寓管理员对拒不履行会客手续、擅自闯入的来访者，可拒绝其进入；对强行进入者，报告学校保卫处，由保卫处按规定处理。

(17) Students shall willingly observe apartments work and rest schedule and visitor receiving

regulations. Please return to apartment before 10:00 p.m. Visitor receiving time is between 4:00 p.m. and 9:00 p.m. A visitor needs to present a valid certification, register and fill in a visiting list, and then shall be taken into the apartment after the visitor leaves his/her certificate by the student being visited, and can get back the certificate when he/she leaves. Anyone who has no certificate shall not be allowed in. When receiving visitors, one shall not make unpleasant noise that affect others' life and study. Visitor shall leave apartment before 9:00 p.m. If a visitor stays beyond the visiting schedule, administrative personnel have rights to notify the visitor. If a visitor does not go through visitor receiving formalities and attempt to trespass, administrative personnel shall reject his/her entrance. For a visitor who makes a forcible entry into apartment, administrative personnel shall report to the security department of the university which will deal with the trespasser according to regulations.

18、公寓管理人员因工作需要进入房间时，留学生应予以配合，不得拒绝，更不能阻挠公寓管理人员履行职责。

18) If administrative personnel need to enter students' rooms, students shall provide cooperation, furthermore shall not place obstacles in their duty performance.

19、违反上述规定的，将按照相关规定给予纪律处分。

(19) Anyone who violates the regulations mentioned above shall suffer from disciplinary sanction.