



南京中医药大学  
Nanjing University of Chinese Medicine



# 国际学生公寓住宿管理办法

Measure of  
Nanjing University of Chinese Medicine  
for Management over Accommodation  
at International Students Residence

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# 南京中医药大学国际学生公寓住宿管理办法

## Measure of Nanjing University of Chinese Medicine for Management over Accommodation at International Students Residence

国际学生公寓是为在学校学习的国际学生提供住宿、生活的场所，在条件许可的情况下，也为在校学习的台港澳学生提供住宿服务。为保证公寓内全体人员的住宿安全，创造舒适、整洁的生活环境，特制定本办法。

International Students Residence is a place that provides accommodation and living services for international students studying in the University. If condition permits, it will provide accommodation services for those students from Taiwan, Hong Kong, and Macao who study in the University. This measure is formulated to ensure accommodation safety of all staff in the residence, and cultivate a comfortable and neat living environment.

### 一、全额奖学金生

学校为全额奖学金生免费提供宿舍。新生入学报到时凭录取通知书即可安排住宿。住宿时间以国家留学基金委、国家汉办或江苏省教育厅系统中该生在校学习时间为准，学习时间以外的住宿费用应自行支付。愿意自行安排校外住宿的奖学金生，可以提出申请，经学院同意，按照奖学金管理部门规定的标准，以现金形式发给住宿补贴。

## **I. Full scholarship students**

The University provides dormitory for full scholarship students, free of charge. When new students register upon arrival at the University, the University will arrange accommodation for them after they show their letters of admission. In terms of the accommodation period, the student's study time at the University, which is recorded by China Scholarship Council, Confucius Institute Headquarters (Hanban), or the Education Department of Jiangsu, but the accommodation expenses beyond the study time shall be paid by the students themselves. Those scholarship students, who make their own arrangements for off-campus accommodation, may submit the application. With approval of the University, the accommodation subsidy will be granted in cash according to standards provided by the scholarship management department.

全额奖学金生应遵循住宿区的各项管理规定，注意人身和财产安全、维护宿舍及环境卫生、爱护公共设施、行为举止文明。  
(具体守则参见自费生宿舍管理章节)

Full scholarship students shall observe all management provisions of the accommodation area, give attention to personal and property safety, maintain the dormitory and environment cleanliness, protect public facilities, and behave in a civilized manner. (See the "Management over Dormitories of Self-supported Students" for detailed rules)

全额奖学金生若有违反住宿管理规定的行为，一经发现学校有关部门有权制止并勒令改正，对情节严重、屡教不改或拒不服从管理者，上报奖学金管理部门（国家留学基金委、国家汉办或江苏省教育厅）取消其公费资格。

In case full scholarship students commit behaviors in breach of accommodation management provisions and such behaviors are found, relevant departments of the University have the right to stop these behaviors and oblige the students to make corrections. If the violation is grave, or the student refuses to make corrections after repeated education, or the student refuses to obey the management rules, a report will be made to the scholarship authorities (China Scholarship Council, Confucius Institute Headquarters (Hanban), or the Education Department of Jiangsu) for canceling the student's qualification of studying at public expense.

## 二、自费生

### II. Self-supported students

#### (一) 入住、调换与退宿

##### 1) Check-in, Exchange, Check-out

##### 1. 入住

##### 1. Check-in

(1) 凭本人有效证件，至国际教育学院学生管理办公室填写《南京中医药大学学生住宿申请表》（一式两份），经由学生管理办公室老师签字盖章后，至宿舍管理站办理住宿手续。

1) The students shall fill out the *Application Form for Students' Accommodation of Nanjing University of Chinese Medicine* (in duplicate) at the Students Management Office of the International Education School while carrying their valid documents. After the application form has been signed and sealed by teachers of the Student Management Office, the students shall transact the accommodation procedures at the Dormitory Management Center.

新生报到时，在交纳第一学年的住宿费的同时，必须交纳宿舍内家具、钥匙押金，按指定房号、床号入住。以后在每学年第一学期开学时，必须及时交纳全学年的住宿费。

At the time of registration, the new students shall pay the dormitory furniture and key deposits and check in according to designated room number and bed number while paying their accommodation fees of the first year. After that, the students shall pay off the accommodation fees of the whole year in time when the first semester of each academic year begins.

(2) 宿舍管理部门规定每间宿舍入住人数标准并满员安排，宿舍楼内暂时空置的宿舍、床位由宿舍管理部门统一管理。入住学生必须按指定房号、床位入住，不得擅自调换、出让、出租、占用。学生不得以任何理由单独占用宿舍，若有特殊原因不能与他人合住者，需将相关材料和书面申请提交至学院学生管理办公室讨论决定。

2) Dormitory Management Department provides the number of

students in each dormitory and arranges students in the dormitory according to the maximum number. Those unoccupied dormitories and beds in the dormitory building will be managed by the Dormitory Management Department in a centralized manner. Students shall check in according to designated room number and bed number. Unless being approved, they shall not exchange, remise, lease, or occupy the dormitory. Students shall not occupy the dormitory separately on any ground. If the students will not share the dormitory with others for special reasons, they shall submit relevant materials and written application to the Student Management Office of the school for discussion and finalization.

(3) 所有学生在入住时必须办理家具等公共设施使用手续, 在《南京中医药大学学生宿舍家具等公共设施确认表》中签字。调整宿舍或退宿时, 由宿舍管理人员验收个人使用的单件家具和室内公用家具。如人为损坏或丢失, 由当事人支付维修费用或按原价赔偿 (公用家具无法确认当事人时由所在宿舍或大厅全体人员负责)。

3) At the time of check-in, all students shall transact the procedures for use of public facilities like furniture, as well as sign on the *Confirmation Form of Nanjing University of Chinese Medicine for Public Facilities like Student Dormitory Furniture*. At the time of dormitory adjustment or check-out, the dormitory administrators will examine and accept the individuals' single furniture and indoor public furniture. If the furniture incurs manmade damage or loss, the person

concerned shall pay repair expenses or make compensation according to original price (In case of failure in confirming the person concerned after damage of public furniture, all staff of current dormitory or lobby shall be held responsible for the damage).

所有宿舍仅限学生本人居住，未经许可，一律不得留宿他人（包括本校、本楼的其他中、外籍学生）。

Only the students can reside in the dormitories. Unless being approved, others (including other Chinese and foreign students in this University or building) shall not stay overnight in the dormitories.

## 2. 调换

## 2. Exchange

学生在规定的学习年限内一般不得自行变更宿舍。如因个人学籍变动、延期毕业、教学科研需要等必须进行宿舍调整时，学生必须填写《南京中医药大学学生宿舍调整申请表》，经学院审核同意后方可调整。原则上，学生在规定学习年限内最多只可调整一次。学校因为宿舍布局调整、宿舍维修等因素对宿舍进行调整时，学生必须积极配合，不得以各种理由拒绝。对于拒不配合学校调整的学生，学校可以视情节轻重给予警告及以上处分，直至取消其住宿资格。

Within prescribed schooling period, the students shall not change the dormitory without approval. In case the dormitory adjustment shall be made for reasons like personal status change, delay of graduation, and teaching & scientific research, the students

shall fill out the *Application Form of Nanjing University of Chinese Medicine for Adjustment of Student Dormitory*. Adjustment shall not be made until the application form has been examined and approved by the school. In principle, one adjustment may be made within the prescribed study period at most. If the school will adjust the dormitory for factors like dormitory layout adjustment and dormitory repair, the students shall give active supports, instead of rejecting the adjustment by finding various reasons. If the students refuse to support the University's adjustment, the University will give them disciplinary warning or punishment of higher level according to the severity of violation till their accommodation qualification is cancelled.

### 3. 退宿

#### 3. Check-out

(1) 学生毕业时, 学生管理办公室会统一将毕业学生名单通知到各宿管站, 学生离校前需将宿舍钥匙等交还宿管站, 由宿管人员验收房间和家具物品后退还钥匙押金。学生毕业时, 必须严格按学校规定的时间无条件离校, 不得以任何理由滞留宿舍, 并及时将个人物品搬离宿舍, 否则将按无主物品处理, 由此带来的一切损失由当事人自负。

1) When the students graduate from the University, the Student Management Office will send the list of graduating students to all Dormitory Management Centers. Before leaving the University, the students shall hand over the dormitory keys, etc. to the Dormitory



Management Centers, and the dormitory administrators will return the key deposits after examining and accepting the room, furniture, and articles. At the time of graduation, the students shall strictly observe the University's schedule to leave the school unconditionally, instead of still staying in the dormitory for any reasons. Also, the students shall move their personal belongings out of the dormitory, or the personal belongings will be disposed of in the name of ownerless articles, and all losses incurred therein shall be borne by the person concerned.

(2) 因休学、见习、实习等其它原因需退出宿舍的，应当及时办理退宿手续，否则须按正常标准缴纳住宿费。学生退宿时必须将房间清理妥当，搬离室内所有个人财物，并将所有宿舍钥匙交还宿管站管理员。因退学等原因不在学校继续学习者，应在离校前办理退宿手续。对于已经离校但未办理退宿的，学校将在其离校后 10 天之内清理相关宿舍床位，由此产生的相关损失由当事人承担。

2) In case the students will leave the dormitory for reasons like temporary absence from school, internship, and probation, etc., they shall transact the check-out procedures in time, or they shall pay the accommodation fees according to normal standard. When checking out, the students shall clean up the room appropriately and move personal belongings out of the dormitory, in addition to handing over all dormitory keys to the administrator of the Dormitory Management Center. If the students do not continue their study in the University

due to reasons like dropout, they shall transact the check-out procedures before leaving the school. Those students who have left school but fail to transact the check-out procedures, the University will clean up their beds in the dormitory within 10 days after they leave the school, and losses incurred therein shall be borne by the person concerned.

## (二) 收费说明

### 2) Explanations on charging

长期学生住宿费按学年支付，中途退房者，可酌情退还部分住宿费，退费标准以学校计财处相关规定为准；短期生需按申请的学习期限一次性支付住宿费。

As for long-term students, the accommodation fees shall be paid by academic year. If the students transact check-out procedures in the midway, some accommodation fees may be returned according to the circumstances. In terms of the refund standard, provisions of the Accounting and Finance Office of the University shall prevail. As for short-term students, they shall pay off the accommodation fees in a disposable manner according to the period of schooling they apply for.

## (三) 住宿管理

### 3) Accommodation management

#### 1. 安全管理

#### 1. Safety management

(1) 各宿舍管理站管理人员有权查验出入人员身份及其所携

带进出宿管站的物品。

1) Administrators of the Dormitory Management Center have the right to verify the identity of personnel entering and leaving the dormitory, as well as those articles they carry when entering and leaving the Dormitory Management Center.

(2) 为了保护学生的人身、财产安全，学生宿舍管理站每天 23:00（周五、六晚 24:00）关门，次日 6:00 开门。所有住宿学生必须严格遵守作息时间表，按时返回宿舍就寝。关门期间原则上禁止学生出入，如有意外情况需在此期间出入，必须联系宿管站值班人员，做好登记同意后方可出入。

2) To ensure the students' personal and property safety, the Dormitory Management Center will close at 23:00 p.m. (or 24:00 p.m. on Friday and Saturday), and open at 6:00 a.m. the next day. All students in the dormitories shall strictly observe the timetable and return to the dormitory for sleep on schedule. During the close period, students' entry into or exit from the dormitory is prohibited in principle. In case the students need to enter or leave the dormitory for unforeseen circumstances, they shall get in touch with personnel on duty of the Dormitory Management Center. Only after completing the registration and obtaining consent can the students enter or leave the dormitory.

(3) 因特殊情况需要迟归、夜不归宿或晚出的同学需严格履行请假制度，提前到学院领取请假申请表，经辅导员签字同意后到

学生管理办公室盖章。申请表一式两份，学院留存一份，另一份交所在宿管站。对于未履行请假手续而晚归甚至夜不归宿者，辅导员对其进行批评教育，累计达三次者，视情节轻重给予通报批评及以上处分直至取消住宿资格。

3) Those students, who will return to the dormitory very late, or sleep over, or go out at night for special reasons, shall strictly fulfill the system of asking for leave, and get the leave application form from the school in advance. After the form is signed by the counselor, the student shall submit the form to the Student Management Office for stamping. The application form shall be prepared in duplicate, of which the school shall keep one copy, and the other copy shall be handed over to current Dormitory Management Center. If the students fail to fulfill the leave procedures but return to the dormitory very late or sleep over, the counsellor shall criticize and educate the students who violate the rules. If one student violates the rules three times all told, the University will give the student disciplinary warning or punishment of higher level according to the severity of circumstance till their accommodation qualification is cancelled.

(4) 住宿学生应妥善保管好自己的财物和证件，如有遗失，自行负责。

4) Dormitory students shall appropriately keep their properties and certificates. In case of loss, they shall assume responsibilities on their own.

(5) 学生应当增强安全意识和法制观念,提高防范能力和自我管理能力。学生应当自觉主动维护宿舍安全,有权及时劝阻、制止、报告有损宿舍安全、正常秩序的不良行为。

5) The students should strengthen their consciousness on safety and awareness of law, and improve their self-protection ability and self-management ability. The students shall spontaneously and proactively safeguard the dormitory safety, and they have the right to duly forestall, stop, and report misbehaviors that do harm to the dormitory's safety and normal orders.

(6) 学校对学生宿舍拥有产权和管理权,为维护宿舍的安全秩序,学校宿舍管理人员可以根据工作需要对各寝室进行安全巡检和抽检,对不符合宿舍管理要求的行为加以提醒和制止。在特殊情况下,经学校管理部门同意,宿舍管理人员可以配合公安和安安全人员进入寝室内部进行检查。住宿学生应当主动配合学校的管理工作,不得以任何理由加以阻挠。

6) The University has the property right and management right to the student dormitory. To safeguard the dormitory's safety order, the University's dormitory administrators may perform safety inspection and random inspection to all dormitories according to the work needs, and remind and stop those behaviors that fall short of the dormitory management requirements. In special cases, with approval of the University's management departments, the dormitory administrators may assist the public security and safety personnel in entering the dormitory for inspection. And the dormitory students

shall take the initiative to assist in the University's management work, instead of standing in the way by finding any reasons.

(7) 学生应当熟悉宿管站内各种消防设施的安放位置、使用方法、逃生通道。同宿舍或相邻宿舍成员应当相互照应，发现异常情况或遇自然灾害、紧急事故时应当首先避险自救、互救，同时第一时间向宿舍管理人员或救险机构寻求帮助。

7) The students should get familiar with various kinds of firefighting facilities' mounting places, operation instructions, and escape passages in the Dormitory Management Center. Members of the same dormitory or neighboring dormitories should coordinate with one another. In case of abnormal situations or natural disasters, or emergencies, the students shall first escape from dangers for self-rescue and mutual help, and simultaneously seek help from dormitory administrators or emergency response bodies in real time.

(8) 为安全用电需要，宿舍区内禁止安装大功率电器，宿舍无人时应当关闭室内用电设备，管理人员巡查时发现未关闭的可以通过切断电源的方式予以协助。学生经管理人员许可可在宿舍公共区域使用电器，应当全程看管值守，离开时应及时切断电源，确保安全。

8) To meet the needs for safe use of electricity, it is prohibited to mount high-power electrical appliances in the dormitory. When there is no one in the dormitory, indoor electrical appliances shall be turned off. If the administrator finds that there are electrical appliances that

have yet to be turned off during the inspection, the administrator may switch off the power source. If the students are permitted by the administrator to use the electrical appliances in the public area of the dormitory, the administrator shall keep an eye on the whole process. When the students leave the public area, the administrator shall switch off the power supply in time to ensure the safety.

## 2. 公共设施、设备管理

### 2. Public facilities and equipment management

(1) 严格遵守《南京中医药学生宿舍家具等公共设施管理办法》。

1) Strictly observe the *Measure of Nanjing University of Chinese Medicine for Management over Public Facilities like Student Dormitory Furniture*

(2) 宿舍区统一配置的各类设施、设备均为公共财产，应当妥善使用和保管，不得私自拆装、移动、改动，如有损坏应当及时向宿管站登记报修。如系人为损坏或遗失应当按合理分担责任的原则由责任人支付维修费或予以赔偿。

2) Various kinds of facilities and equipment, which are installed in the dormitory area, all belong to public properties, and they shall be used and kept appropriately, and disassembling/assembling, move, and change without approval are prohibited. If there is damage, a timely report shall be made to the Dormitory Management Center for registration and repair. If there is manmade damage or loss, the

responsible person shall pay the repair fees or make compensation according to the principle “Reasonable sharing of responsibilities”.

(3) 牢固树立节水节电、爱护水电设施的意识，杜绝长流水、长明灯现象。

3) Firmly cultivate the consciousness of “Saving water and electricity, and protecting water/electrical facilities”, and put an end to water and electricity waste.

(4) 不得私自调换、加装宿舍门锁，私配或外借宿舍钥匙

4) Refrain from exchanging or additionally mounting dormitory locks without approval, or duplicating or lending dormitory key without approval.

### 3. 环境卫生及内务管理

#### 3. Environmental hygiene and housekeeping

(1) 宿舍集体生活应当自觉养成并维护文明健康的生活方式，语言、行为方式、衣着应当得体，相互尊重各自的生活习惯，和睦相处。

1) In the dormitory collective life, all students shall spontaneously cultivate and maintain the civilized and healthy lifestyle, and their words, behaviors, and clothes should be appropriate. In addition, all students shall mutually respect their respective habits and customs, and live in harmony.



(2) 宿舍内应每日保持整洁、卫生，定期卫生大扫除。宿舍内部卫生由宿舍成员负责，公共客厅和卫生间卫生由大厅全体住宿人员负责。

2) Students shall keep tidy and clean the dormitory every day, and do thorough cleanup on a regular basis. In the dormitory, the dormitory members shall be responsible for the cleanup, but all staffs of the lobby shall be responsible for the cleanup of the public living room and toilet.

(3) 宿舍管理站的公共区域卫生保洁由各宿舍管理站负责，住宿学生应当予以配合，共同维护良好的生活环境。

3) Dormitory Management Center is responsible for the cleanup of its public areas, and dormitory students shall offer supports and jointly maintain the favorable living environment.

(4) 宿舍区内卫生实行垃圾袋装化，必须将宿舍内垃圾袋投放至各宿舍楼下的垃圾桶里，由清洁工统一处理，禁止将垃圾、废物堆放在门口。废旧电池必须丢放在宿管站指定的地点。

4) Garbage bagging measure is adopted for the cleanup in the dormitory. In other words, garbage bags from the dormitory shall be put into the trash cans at the dormitory building, and disposed of by the cleaning workers in a centralize manner. Stacking of the garbage and wastes at the door is strictly prohibited. Waste and used batteries shall be put at the place designated by the Dormitory Management Center.

#### 4. 宿舍会客管理

#### 4. Dormitory Visitors Management

(1) 凡非本宿舍住宿的人员通称为访客。

1) Those who are not accommodated in this dormitory building are collectively called visitors.

(2) 访客必须遵守所有的宿舍管理规章制度。

2) Visitors shall observe all dormitory management rules and regulations.

(3) 宿舍会客时间一般为 8:00~23:00，只限在各宿舍管理站接待室或国际教育中心 B 楼，非特殊情况，访客不得进入学生宿舍。

3) The dormitory visiting time usually lasts from 8:00 o'clock to 23:00 o'clock, and only the reception room of each Dormitory Management Center or Building B of the International Education Center can be used as the meeting place. Visitors shall not enter the student dormitory unless special case takes place.

(4) 凡访客进入宿舍区，必须按照管理要求进行登记。访客和被访人应当理解和配合管理人员工作，对不服从管理的访客，宿管人员有权拒绝其进入宿舍区，情节严重的可以报校保卫部门和公安部门进行处理。

4) If the visitors will enter the dormitory area, they shall register according to management requirements. Visitors and the visited

students shall understand and assist in the administrator's management work. If the visitor does not obey the management, the dormitory administrator has the right to reject the visitor's entry into the dormitory. If the violation is grave, a report may be made to the University's security department or the public security department for disposal.

### 5. 行为管理

#### 5. Behavior management

全体住宿学生须严格遵守中国的法律、法规以及学校的规章制度。

All dormitory students shall strictly observe Chinese laws/regulations and the University's rules and regulations.

宿舍区内严禁下列不当行为，一经发现管理人员有权制止，并要求改正，视改正情况或情节轻重报学校有关管理部门处置，情节严重者报送公安机关处理。

It is strictly prohibited to commit the following behaviors in the dormitory area. If the following behaviors are found, the administrator has the right to stop the behaviors and require the students to make corrections. And the administrator will make a report to management department of the University for disposal according to the correction made and severity of the violation. If the violation is grave, a report will be made to the public security organs for disposal.

- (1) 拒绝配合学校卫生、纪律及安全检查；
- (2) 饲养宠物；
- (3) 高空掷物；
- (4) 在楼道内外乱丢垃圾、乱泼污水；
- (5) 未经审核张贴；在规定区域外张贴；在宿舍内外墙壁上刻画、涂鸦；以不当方式（铁钉、油漆、刀具、涂改液、双面胶纸等）布置宿舍墙壁、家具；
- (6) 宿舍区内乱停、乱放自行车；在宿舍区内公共场所、通道堆放私人物品，在阳台摆放花盆、椅子等易坠落物品；
- (7) 滋扰他人正常学习、生活（在宿舍内溜冰、玩球、跳舞、高声喧哗、追逐打闹、高声播放音响、摔瓶子、放鞭炮等）；
- (8) 在宿舍区内打架斗殴；
- (9) 私自拆卸、改装、转移或损坏宿舍区的各项设施及用品；
- (10) 私自安装大功率电器，私自使用违章电器（包括但不限于电冰箱、电炉、电饭煲、热得快、电热壶、电吹风、电热杯、电热毯、取暖器、电磁炉、电手焐、电熨斗、烘鞋器等）；
- (11) 违章用电或以不安全方式用电（以非正常方式接电、接拉床头灯、擅自更改电路及装置、使用不符合安全标准的电线电缆插头插座组件、接拉临时电源等）；
- (12) 将剩饭菜倒入下水道中造成堵塞；
- (13) 违规使用公共洗衣机等公共设施，影响他人正常使用；
- (14) 未经许可让访客逗留于宿舍区内；
- (15) 攀爬门窗、顶楼、栏杆等危险行为；
- (16) 私自配房门钥匙、调换门锁或将宿舍钥匙私借给他人；
- (17) 私自调换宿舍、床位，占用其他床位，或将床位转租、

转借他人；

(18) 违反门禁管理规定；

(19) 在宿舍内烧烤等危险行为；

(20) 在宿舍内从事生产、制造、实验等影响他人生活、安全的行为；

(21) 违法行为；

(22) 藏有法定违禁物品或危险物品（易燃、易爆、易腐蚀、剧毒、放射性物品、细菌和病毒标本等）；

(23) 赌博或藏有赌具；

(24) 嫖娼、吸毒、贩毒等违法犯罪活动；

(25) 酗酒闹事；

(26) 从事各类宗教活动、迷信活动；

(27) 有伤风化的行为；

(28) 其他妨碍宿舍公共安全和秩序的行为。

(1) Refuse to assist in the University's hygiene, discipline, and safety inspection.

(2) Raise pets.

(3) Throwing at high place.

(4) Litter garbage or discharge sewage in the corridor.

(5) Paste papers without approval; paste papers beyond the prescribed area; carve, paint, or scrawl on the interior and exterior walls of the dormitory; arrange the dormitory wall or furniture through improper means (like iron nail, oil paint, knife tool, correction fluid, and double side adhesive tape etc.).

(6) Park and place bicycles casually in the dormitory area;

stockpile personal belongings in the public areas and corridors of the dormitory area, and lay objects (like pot and chair) subject to falling on the balcony.

(7) Interfere with others' normal study and life (for example, skate, play ball, dance, talk loudly, romp, play audio devices loudly, smash bottle, and touch off firecrackers, etc. in the dormitory)

(8) Scuffles and clashes in the dormitory area.

(9) Disassemble, retrofit, move, or damage facilities and articles in the dormitory area without approval.

(10) Without approval, install high-power electrical appliances, or use electrical appliances in breach of rules (including but not limited to refrigerator, electric stove, electric cooker, quick water heater, electric kettle, hair drier, electric cup, electric blanket, warmer, electromagnetic oven, electric hand warmer, electric iron, and shoes dryer, etc.).

(11) Use the electricity in breach of rules or in unsafe means (connect the electric wire or electrify bedside lamp in abnormal means, alter the electric circuit and devices without approval, use electric wire plug/socket assemblies that fall short of safety standards, and connect the temporary power source, etc.).

(12) Pour leftovers into the sewer, leading to clogging.

(13) Use public facilities (like public washing machine) in breach of rules, which accordingly affects others' normal operation.

(14) Let visitors to stay in the dormitory area without approval.

(15) Climb doors, windows, attics, and handrails, etc.

(16) Duplicate the room keys, change the door locks, or lend the dormitory key to others without approval.

(17) Exchange of dormitory and bed without approval, occupation to other beds, or sublease and lending of the bed.

(18) Violate access control provisions.

(19) Commit dangerous behaviors like barbecuing in the dormitory.

(20) Engage in production, manufacturing, experiment, and other behaviors influencing others' daily life and safety in the dormitory.

(21) Behaviors in violation of laws

(22) Hide legally forbidden objects or dangerous articles (combustible, explosive, corrosive, toxic, radioactive objects, bacteria, and virus specimens, etc.).

(23) Gambling or possession of gambling devices.

(24) Illegal and criminal activities like prostitution, and drug taking and trafficking, etc.

(25) Alcohol abuse and making trouble.

(26) Engage in various kinds of religious and superstitious activities.

(27) Indecent behaviors.

(28) Other behaviors that hamper the dormitory's public safety and order.

住宿学生如违反住宿管理规定, 拒不接受教育或屡教不改的, 学校管理部门有权取消其住宿资格, 且不予退还已经缴纳的住宿

费用。

If the dormitory students violate the accommodation management provisions but refuse to accept education or fail to make corrections after repeated education, the University's management department has the right to cancel their accommodation qualification, and will not refund the accommodation fees the students have paid.

#### **(四)其他**

##### **4) Others**

国际生可以根据自身情况选择在校内宿舍或者校外居住。对校内不同区域宿舍，学院按照公费生优先、双人优先、先到先得的原则进行安排。

The international students may choose to live in campus dormitory or outside the University according to their actual conditions. As for dormitories in different areas of the University, the school will make arrangement according to the principle "Government-supported students first, double persons first, and first come and first served".

若因见习、实习或情况特殊，学生选择在校外居住，须向国际教育学院学生管理办公室进行报备，并于迁入后 24 小时内前往居住地派出所办理临时住宿登记，之后持临时住宿登记单到学生管理办公室登记住址、联系电话等信息，所留联系方式必须畅通有效，如有变更应及时到学生管理办公室办理变更手续。

If the students choose to live outside the University for



internship, probation, or special reasons, they shall make a report to the Student Management Office of the International Education School. Within 24 hours after moving into the off-campus accommodation, the students shall transact the temporary accommodation registration at local police station. After that, they shall hold temporary accommodation registration form to register information like address and contact phone at the Student Management Office, and the contact way registered shall be accessible and effective. If there is information change, the students shall transact the change procedures at the Student Management Office.

(五) 港澳台侨学生住宿管理参照本办法执行。

5) Refer to this measure for the management over accommodation of students from Hong Kong, Macao, and Taiwan.