

为了维护学生公寓正常的学习生活秩序，创造良好的学习生活环境，确保公寓的安全，特作如下规定：

第一条 住宿管理

（一）在我校注册的外国留学生，均须在我校公寓居住。

（二）入住我校公寓的外国留学生，必须承认并保证遵守公寓的各项管理规定，且须按时缴纳住宿费和公寓物品押金。公寓物品押金每人 RMB400.00，毕业时经学校核查公寓物品无缺失损害者，可如数退还，如有缺失损害，须按照相关规定赔偿。

（三）学校留学生工作办公室统一安排留学生的住宿。留学生个人不得随意调整房间和床位，不得私自将宿舍转租或借助给其他任何人。如有违反者，酌情给予纪律处分，并处以一定数额的罚款。

（四）留学生入住公寓时，须签订《公寓安全责任书》，并将室内公共物品逐一清点、登记。

（五）公寓楼门正常开放时间为 6:00—23:00，学生必须在 23:00 以前返回公寓内自己房间。如有特殊情况需提前与公寓管理员联系，任何人不得翻越围墙或门窗。

（六）房间内的洗浴设施、楼内公用厨房及洗衣间均是为公寓内住宿人员配备的，禁止带外来人员使用。

（七）禁止在楼内大声喧哗、打闹、酗酒；使用音响设备音量不要过大（以其他房间不能听到本房间的声音为准），不要影响他人学习和休息；夜间男女生不许在异性寝室逗留，以免影响他人休息；禁止异性同寝。

（八）留学生公寓均为两人间，凡有空床位时，该房间内学生不得占用空床位，也不得自行邀请他人或他人擅自入住，应由留学生工作办公室酌情安排学生入住。若需单人住宿，应事先提交书面申请，在公寓条件允许的情况下，经学校相关部门批准，缴纳相应的住宿费后，方可入住。

（九）留学生毕业、转学、退学或被开除时，学校不再提供住宿，学生应在规定

的时间内办理退房手续，逾期不退者，室内遗留物品，学校有权处理。

第二条 会客管理

（一）为了保证留学生正常生活和学习，本公寓的会客时间为 9:00—22:30；来访者应在规定时间内离开。

（二）留学生的客人来访时，须出示本人有效身份证件，经公寓管理员查验后，认真填写《来访会客登记表》，并把证件暂留置公寓门卫处，方可进入留学生公寓内会客。来访客人进房间，必须由被访人到门卫处来接方可进入，会客结束后，来访人应及时取回证件。未带有效证件或拒绝出示证件者，谢绝进入公寓。

（三）任何来访者不得留宿留学生公寓楼，包括在校外住宿的留学生。如私自留宿他人，属于非法居留，将做违纪处理。

第三条 卫生管理

（一）留学生应每日清扫室内卫生，地面洁净见本色，床铺及各类物品摆放整齐；每周应进行彻底大扫除，做到门窗玻璃干净，房间无蜘蛛网，物品无尘，桌面无灰。爱护使用清洁用具。

（二）垃圾必须放至公寓楼外的指定垃圾堆放点。

（三）学生在公寓公共场所要做到“七不准”：

- 1、不准随地吐痰，乱扔异物。
- 2、不准向公共厨房厕所等公共场所丢垃圾、向水池倒剩饭菜、向走廊泼水。
- 3、不准在公寓楼内焚烧信件等物品。
- 4、不准将异物塞入厕所或下水道。
- 5、不准在走廊及公共场所晾晒衣服、鞋袜或堆放用具等。
- 6、不准在公寓内饲养小动物。
- 7、不准在门、窗、墙面上乱贴乱画、钉钉子。

第四条 设施管理

(一) 严禁破坏公共设施，室内公共物品要保管好。

(二) 室内配备的家具严禁以任何理由搬出室外，个人的家具必须在申请得到许可后方可搬入室内。

(三) 正常损坏家具的请及时报修，不得个人维修，不得丢弃，否则后果自负。恶意损坏家具物品者，须按相关规定赔偿。

第五条 公共厨房使用管理

(一) 厨房内电磁炉属于公共物品，任何人不得损坏，更不得搬出厨房外。

(二) 使用电磁炉时，必须严格遵守操作规程，使用完毕，务必立即拔下电源。如出现故障，应及时报告公寓管理员。

(三) 每位同学都必须自觉保持厨房内卫生，不得将剩饭、剩菜等抛洒或倒入水池内。离开时应将自己的物品带出，不得将自己的锅、碗等长时间摆放在厨房内，影响其他同学使用。

(四) 公共厨房由专人负责管理。开放时间为每天 9:30-22:00，其他时间将关闭公共厨房。关闭期间，学生不得采取撬锁等措施私自开门使用。

第六条 安全管理

(一) 公寓内严禁存放、使用非常规电器及易燃易爆、剧毒或放射性等危险品，如酒精、酒精炉、电褥子、电炉子、瓦斯炉等。公寓内不得违章用电，不得乱接电线，不得使用“三无”接线板。离开宿舍时，须检查并关闭房内所有电源。否则，由此产生的一切后果，均由留学生本人负责。

(二) 严禁在被褥及其它易燃物品上放置充电器进行充电，充电时应有人守护。

(三) 严禁在公寓内禁止吸烟、酗酒。

(四) 严禁在公寓内焚烧纸张杂物、燃放爆竹、玩弄火种。

(五) 严禁跳出窗外取放东西，上楼顶阳台，无人时进入他人房间。

(六) 严禁走私、卖淫、赌博、吸毒等违法犯罪行为发生。

(七) 不准随意动用消防器具。

(八) 房间内不要存放贵重物品及大额现金，否则，若有丢失，责任自负。

(九) 外出及就寝前要关好窗、锁好门。房间钥匙妥善保管，若有丢失，要向公寓管理员报告，缴纳赔偿金后，方可换取新钥匙。

(十) 发生失盗、火情等突发事件时，应及时报告公寓管理人员和留学生管理人员，需要时分别拨打“110”“119”“120”。

第七条 节水节电管理

(一) 每人每月给电 50 度（寒暑假每人每月给电 100 度），超出部分自行购买。

(二) 做到人走灯灭，禁止长明灯。

(三) 随手关闭水龙头，禁止长流水。

第八条 入住公寓的留学生应遵守本管理规定，且要相互监督。违反者，学校教师、管理员或学生有权对其行为予以纠正，并及时向留学生工作办公室报告，有安全风险事件发生时，应同时向校保卫部门报告。对于不服从管理，无理取闹，情节严重者，学校将酌情给予通报批评、警告处分，直至开除学籍。

第九条 本规定自公布之日起施行。

第十条 本规定由滨州医学院外国语与国际交流学院负责解释。

The following provisions are hereby enacted in order to maintain normal study and life order in student apartment, to create a good environment for study and life and to ensure the security of the apartment:

Clause One Boarding Management

(1) Overseas students registered in the university shall all live in the apartment of the university.

(2) Overseas students living in our apartment shall acknowledge and guarantee to observe various management provisions of the apartment, and shall also pay accommodation fee and guarantee deposit for apartment articles, which is RMB 400 per person, and will be refunded in the exact amount if no deficiency or damage of apartment articles be found upon inspection by the university, and compensation shall be paid as per relevant provisions if there is any deficiency.

(3) The Overseas Students Affair Office will make unified arrangement for the overseas students. The overseas students shall not change the room or the bed at their own discretion, nor shall them sublet or lend to the others unilaterally. Disciplinary measures will be taken against violators depending on the situation, and penalty will also be made in certain amount.

(4) Overseas students shall sign Apartment Security Responsibility Agreement upon entry the apartment, and shall also check out and register public articles detail by detail.

(5) The normal opening hours for the apartment is 6:00—23:00, and the students shall return back to their rooms before 23:00, and shall contact with

apartment administrator for special conditions, and it is not allowed to climb over the fence or doors and windows.

(6) Bath facilities in the room, public kitchens and laundry room in the building are all provided to students in the apartment, which are prohibited to be used by the aliens.

(7) It is prohibited to speak loudly, quarrel and fight nosily or drink excessively in the building; do not make loud noise with audio equipment (it is subject to the principle that other rooms unable to hear) and do not disturb other' s rest; boy students are not allowed to stay at girls' dormitories at night, and vice versa; staying overnight with the opposite sex is prohibited.

(8) The overseas students apartments are all double rooms, and the student living in the room with empty bed shall not occupy the empty bed or invite others to live in without permission, nor should others live in without permission, which shall be arranged by the Overseas Student Affairs Office depending. Prior written application shall be submitted for request of separate accommodation, which shall be made only upon approval by relevant department of the university and payment of relevant accommodation fee under the circumstance allowed by the apartment conditions.

(9) The university will no longer provide accommodation if the overseas student graduates, transfers to another school, drops out or is dismissed, and the student shall process the check-out formality within specified time, and the university has the right to handle for articles remained in the room if the student fails to check out within the period.

Clause Two Visitor Reception Management

(1) In order to guarantee the normal life and study of overseas students, the visitor reception time for the apartment is 9:00—22:30, and visitors shall leave within specified time.

(2) The visitors visiting overseas student shall present his/her own valid ID, and shall earnestly fill out Visitor Reception Registration, and shall leave the ID in the apartment doorkeeper temporarily. The student being visited shall go to pick his/her visitors from the door keeper' s room, and the visitor shall take back his/her ID in time after the completion of the visit. It is not allowed for visitors to enter the apartment without valid ID or rejecting presenting ID.

(3) No visitor shall stay overnight in the student apartment, including overseas students living out of the university. Accommodating others without permission, which is illegal residence, will be regarded as violation of law.

Clause Three Sanitary Management

(1) The overseas student shall clean the room every day, keeping the floor clean, placing bed and various articles neatly; and a complete cleaning shall be made each week, keeping clean of the doors, windows and glasses, and no spider nets in the room. Articles and table face are free of dust. Be careful to use the cleaning tools.

(2) Garbage shall be placed in the designated garbage collection place out of the apartment.

(3) Students shall obey “Seven Nos” in the public places of the apartment:

1. No spitting or throwing objects.
2. No throwing garbage in public toilets and other public places, no pouring

leftovers to the pool, and no splashing water to the corridor.

3. No burning of letters and other items in the apartment building.

4. No pushing objects into the toilets or drains.

5. No airing clothes, shoes, socks and other appliances or staking tools in the corridors and public places.

6. No raising pets in the apartment.

7. No pasting, scribbling or driving nails on doors, windows, or wall.

Clause Four Facility Management

(1) It is strictly prohibited to damage public facilities and public items in the room shall be well maintained.

(2) It is strictly prohibited to move furniture equipped in the room for any reason, and personal furniture shall be moved into the room only upon approval of the application.

(3) Please make timely maintenance for easily damaged furniture, and it is prohibited to fix the damaged furniture privately and to throw any furniture away, otherwise the student shall take sole responsibility for his/her deed. Students viciously damaging the furniture or items shall make compensation as per relevant provisions.

Clause Five Use Management of Public Kitchen

(1) Induction cooker in the kitchen is public article, which shall not be damaged or moved out of kitchen.

(2) Operation specifications shall be strictly abided by when using the induction cooker, and make sure that power source is unplugged immediately after using. Failure shall be reported to the apartment administrator without delay

when it occurs.

(3) Each student shall keep sanitary in the kitchen automatically and shall not drip or pour the leftover to the pool, and shall take out own articles upon leaving and shall not place own pot or bowl in the kitchen for a long time which may affect other' s use.

(4) The public kitchen will be managed by special assigned person and its opening hours are 9:30-22:00, which will be closed for the remaining time. And students shall not open it to use without permission through breaking the lock or other measures during closing.

Clause Six Security Management

(1) It is strictly prohibited to store or use unconventionally electrics and flammable, poisonous or radioactive and other dangerous goods in the apartment, such as alcohol, alcohol stove, electric blanket, electric stove, gas stove and so on. Illegal use of electricity is prohibited in the apartment and no random connection of wires, and no use of wiring boards with no legal quality assurance. All power sources shall be checked and turned off when leaving. Otherwise, all the consequences arising therefrom shall be borne by the students.

(2) It is strictly prohibited to place charger on bedding or other flammable materials, and the charge should be watched by someone.

(3) It is strictly prohibited to smoking or drinking excessively in the apartment.

(4) It is strictly prohibited to burn paper or debris, set fireworks or play fire inside the apartment.

(5) It is strictly prohibited to jump out of window to take things, or climb to the balcony on the roof, or entry to other rooms when there is no person.

(6) No smuggling, prostitution, gambling, drug abuse or other criminal behavior.

(7) No freely use of fire apparatus.

(8) Do not store valuable things or large amounts of cash in the room; otherwise it is on one's own responsibility for loss.

(9) Close the window and lock the door when going out and before sleeping. Keep properly of room keys and shall report to the apartment administrator upon key lost and shall obtain new key upon payment of compensation.

(10) Promptly report to the apartment administrator and student management staff upon theft, fire and other emergencies, and dial "110", "119" or "120" respectively when required.

Clause Seven Water and electricity saving management

(1) 50 kilowatts of electricity will be provided to each person per month (100 kilowatts will be provided to each person per month during summer and winter holidays), and excess portion shall be purchased on their own.

(2) Turn off the light when leaving and keep no altar lamp which burns day and night.

(3) Turn off the faucet after use and no running water.

Clause Eight Overseas students living in the apartment shall obey this administrative provision and shall make mutual supervision. The violator, teachers, administrator or student has the right to correct his/her behavior, and shall report to the overseas student affair office in time, and shall also

report to the security department of the university at the same time when security risk event occurs. The university will impose circulation of a notice of criticism, disciplinary warning up to school expulsion on students seriously disobeying management or making trouble out of nothing.

Clause Nine This provision shall be implemented as from the date of promulgation.

Clause Ten This provision is subject to the interpretation by the School of International Studies of Binzhou Medical University.