

Administrative Rules on Accommodations of International Students

Chapter I General Provisions

Article 1 In order to maintain the proper education, teaching, learning and living order of Shandong University of Technology (SDUT), provide the international students with even better study and living environment, and protect the legal rights and interest of SDUT and the students, these rules are hereby formulated based on applicable laws, government administrative regulations and the characteristics of SDUT.

Chapter II Check in and Check out

Article 2 The accommodation of international students admitted by SDUT will be arranged by the International Student Service Office upon registration.

Article 3 International students whose accommodations are arranged shall check into the designated apartment room with the *Accommodation Arrangement Notice for International Students of SDUT*. Without prior permission, students are not allowed to change or occupy rooms. Under special circumstances, international students can change rooms, provided that their applications lodged to the International Students Service Office are approved.

Article 4 International student apartment rooms are furnished and equipped in line with the requirements of SDUT. After checking in, students shall check if there is any equipment damaged or missing. If there is, please immediately contact the staff on duty in the apartment office for replacement or repair.

Article 5 International students applying to check out due to reasons such as graduation, completion of study, withdrawal from school, or suspension should check out, and settle all expenses.

Article 6 International students who need to renew their accommodation period, should complete all the applicable procedures at the International Students Service Office at least 5 days in advance.

Chapter III Passports, Visas and Accommodation Registration

Article 7 International students when completing the accommodation procedures, shall present valid current passports and visas (or any other travel documents

approved by the Chinese government, the same below), in accordance with *the Regulations of the People's Republic of China on the Entry and Exit of Foreigners*, in order to be registered for accommodation at the International Student Service Office.

Article 8 International students shall hold legally valid passports and visas during the residence period. International students whose passports and visas are extended, renewed or have other changes, shall complete accommodation re-registration procedures.

Article 9 International student residents leaving the apartment for more than 24 hours in succession for any reason shall notify the apartment service staff and re-register for accommodation upon returning to the apartment.

Chapter IV Accommodation Management

Article 10 In order to prevent and eliminate fire hazards, and ensure the safety of life and property of all people in the buildings, the apartments will be managed according to *The Fire Control Law of the People's Republic of China* and the related laws and regulations. Conducts violating fire safety include:

Article 1 Tampering with or misappropriate use of fire control equipment;

Article 2 Storing or use of dangerous materials such as inflammable, explosive and strongly corrosive items and forbidden electrical appliances; use of naked flames, wiring without permission and theft of public electric supply.

The following electric appliances are regarded as forbidden in the apartments:

- (1) Electric heating equipment such as electric kettles, stoves, blankets, pots and water heaters as well as electrical appliances without automatic power off protection devices;
- (2) Any electrical appliances with a power rating of more than 1000W.
- (3) Any electrical appliances without 3C (China Compulsory Certification) labels.

The following conduct will be regarded as wiring without permission:

- (1) Wire from places other than fixed sockets in the room (including public places);
- (2) Wire from fixed sockets in the room to places outside the room.

Article 11 International student apartments open at 6:00am and close at 11:00pm from Sunday to Thursday; 6:00am to midnight from Friday to Saturday morning. International students who can not return to the apartment on time due to special circumstances should notify the apartment service staff in advance.

Article 12 In order to ensure the safety of public and private property and personal safety, as well as to maintain good security order, the apartments implement a visitor management scheme based on related regulations. Visitors shall register with valid ID document before gaining access to the apartment. International student residents can meet visitors in the apartment from 8:00am to 22:00pm. Visitors shall leave the apartment when the resident international student leaves the apartment.

Article 13 International student residents shall not accommodate visitors who are visiting at the non-visiting time or are unregistered, nor shall international student residents loan apartment keys to others, cut apartment keys without permission or lock the apartment door with an extra lock.

Article 14 In order to maintain a healthy, clean, tidy and comfortable living environment in the apartment, international student residents shall help to keep it hygienic both inside and outside, keep quiet within the building as well as protect the equipment and fixtures in the building. International students who cause damage to public property due to misuse etc. shall compensate for it at the proper price.

Article 15 Transport vehicles such as bicycles and e-bicycles etc shall be parked properly at designated places in good order and be locked at all times. It is your responsibility if your vehicle is lost or stolen. E-bikes shall be recharged at designated places and recharging in your room is strictly forbidden.

Article 16 The apartment implements a security checking scheme. Service staff shall take all necessary measures to prevent any conduct that is found to be violating the apartment management rules, in order to eliminate any safety hazards.

Chapter V Penalties for Violating the Rules

Article 17 International student residents who violate these rules, will be penalized at 4 levels (written warning, circulating a notice of criticism, disciplinary probation and expulsion, language students being ordered to leave school) based on the nature of violation. International students who are suspected of violating disciplines, shall be reported to the School of International Education for disobedience penalty, in accordance to the *Administrative Rules on International Students Affairs of SDUT* and other applicable rules. International student residents who cause any damage and loss to public properties or others' legal rights by their misconduct shall make compensation for any damage or loss incurred.

Article 18 The penalty decision for international student residents who violate the apartment rules shall be made by the School of International Education.

Article 19 International students who engage in the following misconduct in the apartment will be given due penalty based on the severity of the nature of misconduct:

1. Violate the fire control rules that results in safety hazards;
2. Smoke in the public areas of the building; throw, drop, drip or fling items from inside the building; spit, scrawl, scribble; raise and carry pets; do not park vehicles at designated areas; and any other conduct that disrupts the environmental hygiene and affects the normal living environment of the apartment;
3. Refurbish the room without prior permission, destroy and change the structure or function of the room;
4. Deliberate or negligent conduct that results in the damage and loss of public property;
5. Take advantage of the apartment room and equipment to conduct business activities such as lease, repair and sale;
6. Violate regulations on passport, visa and accommodation registration;
7. Lend keys to other people, cutting of keys, change locks or lock the door with an extra lock without prior permission;
8. Produce noise pollution and disrupt public order that affect the study and rest of the others;
9. Hang, distribute, post various advertisement items without prior permission;
10. Change rooms without permission;
11. Do not return to the apartment within required time and stay out for the night;
12. Violate the visitor management scheme and allow others to stay for the night in the apartment;
13. Sublet, lease berth or room to others without permission;
14. Visa expires and student does not re-register in a timely fashion due to personal reasons.

Article 20 International student residents who conduct the following activities in the apartment, will receive a disciplinary probation or above.

1. Conduct illegal and criminal activities while residing in the apartment;
2. Obstruct school staff in performing their work by evasion, concealment, resistance and obstruction etc.
3. Violate fire control regulations and store up or use dangerous materials such as inflammable, explosive, strongly corrosive items and forbidden electrical appliances; use of naked flames, wiring without permission and theft of public electric supply; or any other conduct that poses severe safety hazards;
4. Conduct that lead to fire risks or fires in the apartment and conduct that leads to severe damage of the equipment and facilities in the apartment;
5. Maliciously or repeatedly violate regulations on passport, visa, accommodation management and registrations rules, or violate laws and regulations of China that constitutes illegal residence with a serious nature;
6. Refuse to pay accommodation fees;

7. Use fire escapes when there are no fire risks;
8. Enter and exit the apartment through windows and/or over walls;
9. Any other conduct that is jointly considered a serious violation of regulations by the apartment service staff and the International Students Service Office;

Article 21 International student residents receiving more than 1 penalty of circulating a notice of criticism within 1 semester, may be given a disciplinary probation which lasts for 1 semester during which if the international student residents can rectify their misconduct and improve their performance, the disciplinary probation can be released in due time; if the international student residents refuse to rectify their misconduct, they will be expelled from the school (language students being ordered to leave the school).

Chapter VI Off-campus Accommodation

Article 22 International students are not encouraged to live off-campus. However, international students can apply to live off-campus under special circumstances or if they have a local relative to reside with or if they have studied in SDUT for one year and above.

Article 23 In accordance with regulations of the Chinese government, international students can only rent off-campus residence with legal entitlements while studying in China. Your entitlements will not be protected if you rent illegally leased residences.

Article 24 It is the responsibility of the international students to bear the consequences if they violate the laws and regulations of China, have disputes at the place of residence, or have problems with property or personal safety while living off-campus. SDUT disclaims all its responsibilities in this regard.

Chapter VII Supplementary Provisions

Article 25 International student apartment/s in these rules refers to apartment/s designated by SDUT to accommodate international students.

Article 26 These rules also apply to any other people who are permitted to live in the international student apartments with approval from the School of International Education due to practical demand.

Article 27 The Chinese version of these rules shall prevail in any case and be interpreted by the School of International Education.

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