

广东外语外贸大学 留学生公寓管理条例

(试行)

Regulations for the International Students Dormitory of Guangdong University of Foreign Studies (For trial implementation)

第一章 安全管理

Chapter One: Security Management

第一条：严禁利用公寓从事违反中国法律和我校校规的活动，所住的房间不得私自转让、转租或留宿他人。不得将公寓设为宗教活动用房。

Article 1 It is forbidden to conduct activities that are against either China's laws or school rules in the dormitory. Students are not allowed to transfer or rent-out their assigned space in the dormitory or accommodate others overnight without permission. The dormitory shall not be used for religious activities.

第二条：禁止在公寓内存放易燃易爆物品，严禁在公寓内焚烧任何物品、在垃圾桶内投放火种以及燃放烟花爆竹，严禁私自移动消防器材或灭火器。酿成事故者，应赔偿一切损失，情况严重者将由司法机关追究刑事责任。

Article 2 It is not allowed to store inflammable and explosive materials in the dormitory or to throw inflammables in the garbage can. Students are not allowed to burn anything or discharge fireworks and firecrackers in the dormitory. Students are not allowed to move fire-fighting equipment or extinguishers around. Those who initiate accidents because of behaving against this provision shall take all related financial and even criminal responsibilities for their actions.

第三条：注意用电安全，禁止私自拆卸和改装公寓内的设备和供电线路。禁止使用1000瓦以上的大功率电器，如电暖气、电磁炉和电热炉等。违者没收电器，酿成事故者，追究本人事故责任。

Article 3 Please comply with the provisions for electricity safety. Students are not allowed to take apart or re-do any equipments or circuits of electrical devices or any appliances. It is not allowed to use electrical appliances of more than 1000 watts, such as electric radiators, electromagnetic ovens and electric furnaces. Illegal equipments will be confiscated. Students initiating accidents because of behaving against this provision shall take all responsibilities for their actions.

第四条：严禁在公寓内存放、吸食和兜售毒品。一经发现立刻开除学籍、取消签证并交公安机关处理。

Article 4 It is forbidden to store, to take/use or to sell drugs in the dormitory. Once found out, those who break this provision shall be expelled from school and a notice of the events transferred to the police.

第五条：禁止在公寓及校园内酗酒，禁止携带酒瓶进入校园及公寓区域。酒后闹事、打架斗殴者，一经发现交由大学保卫处处理，情节严重者立刻移交公安机关处理，开除学籍并取消签证。

Article 5 Drinking, bringing alcohol on campus or at dorms is strictly prohibited. Fights, provoking incidents after drunk in any form, once found, will be punished by the Security Department of the university. Serious criminal cases will later be handled by the Police. Any students in relation to these cases will be expelled with their visas revoked.

第六条：禁止在校园内开摩托车或存放摩托车。一经发现将没收处理。

Article 6 Riding or parking motorbikes on campus is strictly forbidden. Once found, the motorbikes will be confiscated.

第七条：留学生应注意人身安全并妥善保管好自己的个人财物，离开房间时请随手锁好门窗。如因

未锁好门窗而造成的财物遗失由学生自己负责。

Article 7 Pay attention to your personal safety and take care of your personal belongings. Remember to lock the door and the windows when leaving the room. Students are responsible for the financial loss caused by not locking the windows or the door.

第八条：留学生在房间内及大楼公共区域因自我不慎等原因造成的意外伤害由学生自己承担。

Article 8 Students are responsible for the accidents in the dormitory and public areas caused by their carelessness.

第九条：如在公寓内遇到抢劫、行凶、失火等意外事件或发现可疑人员时，请及时拨打公寓一楼值班室电话，16栋 36641339，C栋 36614224 或大学保卫处报警电话 36206999。

Article 9 If an accident, robbery, violence, fire or suspicious persons are encountered in the dormitory, please call the duty room on the first floor of the apartment (building 16: 36641339, building C: 36614224) or the Security Department of the university (3620699).

第十条：其他紧急电话

Article 10 SOS / Emergency Numbers

110	报警电话	Emergency Alarm
119	火警电话	Fire Emergency
120	急救电话	Health Emergency
36206729	校医院急诊电话	Campus Hospital
36206067	留学生院学生管理电话	Student Management Office of Institute for International Education

第二章 住宿管理

Chapter Two: Accommodation Management

第十一条：留学生凭留学生院开具的《入住介绍信》到留学生公寓报到、交费，领取《留学生公寓管理条例》，同时签订《住宿承诺书》。

Article 11 Students must take a copy of *Regulations for International Students Dormitory* and introductory letter from the institute, sign *Accommodation Letter of Commitment*, and make payment before checking in the dormitory.

第十二条：留学生公寓采用指纹识别门禁系统管理。留学生应按指引进行指纹采集。损坏门禁系统的须照价赔偿，情节严重的将被取消住宿资格。

Article 12 The dormitory adopts the management system of fingerprint recognition. Students should provide their fingerprints in the manner specified by the office. Anyone who damages the management of fingerprint recognition must compensate it according to its original price. For students who have been judged to have severely broken the rules, their accommodation qualification will be cancelled.

第十三条：留学生应按公寓规定的时间入住和离校。入住时间一般为开学前一周，离校时间为全部考试结束后的第三天。不同类别的学生入住及离校时间会有所不同，以《入住介绍信》上的住宿时间为准。如有改变另见公寓一楼布告栏。

Article 13 Students should check in and check out according to the prescribed time. The time to check in is a week before each new semester begins and the time to check out is the third day after all the examinations are finished. However, the time is different for students in different categories. Follow the time and deadline written on the introductory letter. Please pay attention to the bulletin board on the first floor of the dormitory for any changes and additional information.

第十四条：留学生应按时交纳住宿费和水电费，不得拖欠或分期付款。如未能及时交纳，将被勒令自欠费之日起按每天1%支付滞纳金（期限为15天），超过15天将被取消住宿资格。住宿费、水电费和网络费的收费标准详见《留学生公寓收费标准》。

Article 14 Students should pay their accommodation, water and electricity fees on time. Default and installment payments are not allowed. If students can not pay in time, they will be charged a late fees (1% per day, 15 days at most, calculation starts from the first day they default). In case the student can not make full amount payment, his or her accommodation qualification will be cancelled. For more information about accommodation fee, water and electricity fee and network fees, please refer to the *Charging Standards for International Students Dormitory*.

第十五条：上学期已住宿的学生，寒暑假期间如需留宿，收取一个月的住宿费；留学生应于本学期结束前一周内到公寓服务台提前办理。

Article 15 For those who have been residents in the dormitory for the previous semester, if they want to continue staying in the residence hall during summer or winter breaks, they should pay a one-month accommodation fee to reserve their rooms. Students are required to settle ALL the corresponding accommodation fees in advance (at least one week before the current semester ends).

第十六条：下学期继续学习的留学生，寒暑假期间可以免费寄存行李。留学生应于本学期结束前一周内到公寓服务台提前续交下一学期的住宿费、水电费和押金。不续交的不准寄存行李。学生自行打包行李、贴上标签（姓名、国籍等资料）并搬运到寄存指定地点。

Article 16 For students who plan to stay in the dormitory the following next semester, they can store their luggage in the dorm without charges during summer or winter breaks. Students are required to pay all accommodation fee, water and electricity fee and deposit for the following semester in advance (at least one week before the current semester ends). Otherwise they are not allowed to store their luggage. Students should pack the luggage by themselves, attach a label (including names, nationalities, etc) to it and move it to the designated storage spot.

第十七条：寒暑假寄存行李期间，贵重物品由学生自己妥善保管。如造成任何损失由学生自负。

Article 17 Please note that during summer and winter breaks **NO VALUABLES** shall be left for luggage-keeping. Students are responsible for any loss or damages caused by luggage-keeping .

第十八条：不办理任何续住或退房手续，房租到期后原房间的个人物品只保留三天，过期将被丢弃，如造成任何损失由学生自负。

Article 18 For those who have left the dormitory but have not officially checked-out or renewed their agreement , their belongings will be kept for three days at most after the expiration date of their agreement. Those belongings not properly stored or reclaimed will be discarded. Students are responsible for any loss or damages caused in this process.

第十九条：留学生公寓内设有公共洗衣房、公共厨房供留学生免费使用。请爱护并安全、合理、有序使用洗衣机、烘干机、电烤箱等公共物品。禁止违规操作及破坏大楼内的公共设施，如损坏摄像头、直饮水设备等。如造成损坏须照价赔偿。情节严重者将被取消住宿资格。

Article 19 Students can use the public laundry and kitchen facilities for free. Please take good care of these public use appliances and use them in a correct manner. Do not damage or misuse these appliances, such as damage surveillance cameras or drinkable water appliances. Those who damage the equipment due to misuse or neglect shall compensate the loss according to the original price of the appliance. For students who have been judged to have severely broken the rules, their accommodation qualification will be cancelled.

第二十条：未经许可不得改变房间内的家具摆设，更不得随意拆解家具、私换门锁。退房时房间内的家居摆设要保持原貌，否则住宿押金不予退还。家具如有损坏，须按原价全额赔偿。

Article 20 Students are not allowed to change the furnishings in the dormitory. Nor can they disassemble the furniture or change the lock. Students cannot get the deposit back if the furnishings are not as provided originally. Those who damage the furniture shall compensate the loss according to the original price.

第二十一条：除直系亲属或双方为合法夫妇外，男女不得混住。直系亲属需男女混住者需向学院提供家长签章证明并经学院批准，已婚夫妇需向学院提交结婚证明文件并经学院批准。未经许可不得以任何理由在他人宿舍居住。

Article 21 Male and female students are not allowed to share a room unless they are a married couple or direct relatives. Students who are direct relatives must provide signatures from parents and get approval from the institute. Married couples should provide the institute with legal documents and getting the approval from the Institute. Students are not allowed to live in other people's room without permission.

第二十二条：学生不得无理拒绝公寓管理人员安排室友入住。未经许可不得私自换房。学生不得无理拒绝管理人员进入房间进行安全、设施检查等工作。

Article 22 Students should accept the roommates as arranged by the dormitory administration staffs. It is not allowed to change the room assignments without permission. Students should also accept it when staffs have to enter the room for security and appliance check.

第二十三条：来访客人进出留学生公寓应在公寓门口办理登记手续，出示身份证，填写会客单，离开时由被访人签字后交回传达室。客人禁止在公寓留宿，22:00前必须离开。如有违反将被取消住宿资格。

Article 23 Guests and visitors should register at the front desk of the dormitory, showing their passport or ID card and filling in the guest form. This form should be handed to the reception personnel fully filled in and with the signature of the host when the guest is leaving. Visitors are not allowed to stay overnight and they are required to leave the dormitory before 22.00 pm. Students who behave in a manner against these articles will have their accommodation qualification cancelled.

第三章 卫生管理

Chapter Three: Sanitation Management

第二十四条：学生应自觉维护公寓的清洁卫生，不得在墙壁、门窗上张贴、涂画和私自悬挂物品。不得在楼道内摆放鞋子和杂物或往窗外投弃烟头、杂物等物品。

Article 24 Students should keep the dormitory clean. It is not allowed to paste or hang pictures or other items on walls, doors or windows. Students are not allowed to store shoes or other items in the corridors of the dormitory. Do not throw any items such as cigarettes ends or miscellaneous articles away from windows.

第二十五条：不得在马桶内扔杂物。如因使用不当造成的堵塞，由学生自己支付疏通费。

Article 25 Do not dump rubbish into the toilet. Students shall be responsible for the cost involved for unclogging the drains resulting from any blockage caused by improper use.

第二十六条：每年3-

4月潮湿天气期间注意防潮工作，建议每天中午12点至2点期间打开门窗通风换气。其他时间统一关闭好门窗，打开空调抽湿1-2小时，以保持室内干燥。

Article 26 Students should pay attention to the levels of humidity in the local climate, especially during March and April. It is suggested that residents open the door and the window to ventilate the room between 12 noon and 2 pm while at home. Keep the door and the window closed during the rest of the time and turn on the air-con to "dehumidify" in the room for one to two hours each day.

第二十七条：留学生公寓定期进行灭蚊、灭蟑螂等工作。学生应按规定的办法和时间进行配合，违反规定者造成的任何不良影响由学生自己负责。

Article 27 The dormitory staffs will take measures to kill mosquitoes and cockroaches on a regular basis. Students are required to cooperate as, if not, they are responsible for any side effects.

第二十八条：留学生公寓的管理人员应按规定做好卫生、维修、管理及服务工作。清洁工作包括：

- (1) 公共区域卫生, 包括: 走道、楼梯、厨房、洗衣房等, 每天清洁一次;
- (2) 房间日常卫生, 包括: 扫地、拖地、清洁卫生间, 不包括床上和桌面。每周两次, 分区域进行。
- (3) 学生退房后全面清洁, 春季、秋季、寒假班、暑假班结束后大扫除。

(4) 每间房备有“请勿打扰”挂牌。不用打扫卫生的学生将挂牌挂在门把手上。

Article 28 Staff working in the International Students Dormitory are responsible for sanitation, maintenance and management. They are also required to provide high quality service. The cleaning work includes:

- (1) Hygiene in public areas, which includes: the corridors, the stairs, the kitchen and the public laundry. These areas are to be cleaned once a day.
- (2) Daily hygiene of rooms, which includes: cleaning and mopping the floor, cleaning the washroom. The making of beds and keeping desks are not included. These tasks should be done twice a week.
- (3) Comprehensive cleaning is done after the students checking out. This is typically cleaning up after the winter course and summer course is done and students vacate their rooms.
- (4) There is a notice board in each room with “Do not disturb” message. Students who don’t need clean-up service should hang it on the doorknob to alert the staff.

第四章 文明管理

Chapter Four: Community Relations Management

第二十九条: 留学生应养成良好的作息习惯, 对于无法执行留学生公寓管理条例的留学生不适合居住在此。留学生24点之后不得再进出公寓, 以免滋扰邻里。对于24点之后还进出公寓的, 公寓管理人员将根据指纹系统进行甄别并记录在案, 每学期超过3次将被取消住宿资格。

Article 29 Dormitory residents should maintain healthy and cooperative living habits. Students who can not well obey “Regulations on International Students Dormitory” are not suggested to live in it. Dormitory residents are not allowed to enter or leave the dormitory after 24:00 to avoid disturbing others. If this happens, the dormitory administrative staff will make a record of such case using the figure prints on file in our system. Student’s accommodation qualification will be cancelled when more than 3 occurrences are recorded.

第三十条: 公寓大楼内应保持安静。全天禁止在房间里、公寓大楼内及大楼外面的空地上开party, 及影响他人的活动, 如大声喧哗、吹拉弹唱、高声播放音乐等。

Article 30 Students should maintain an atmosphere of quiet in the dormitory. Do not conduct activities that will disturb others, such as shouting, playing musical instruments, and having parties etc.

第三十一条: 公寓大楼的公共区域为禁烟区, 禁止在公寓楼内吸烟。如在房间内吸烟要征得舍友的同意, 妥善处理烟头, 禁止从阳台往外抛烟头。

Article 31 It is not allowed to smoke in public areas of the dormitory. Students should ask their roommates’ permission of they want to smoke in the dorm room. Remember to put out the cigarettes carefully and do not throw cigarettes ends from windows.

第三十二条: 禁止在公寓中饲养宠物, 禁止在大楼公共区域喂食野猫、野狗。

Article 32 It is not allowed to have pets of any kind in the dormitory. Do not feed the stray cats and dogs in public areas of the apartment.

第三十三条: 同住的室友应友好相处, 相互体谅、包容, 禁止在房间内做影响他人的活动, 如深夜聊电话、深夜使用音响播放音乐、观看色情淫秽影像、进行宗教仪式、友人到访不按时离开等。

Article 33 Students who share a room should try to understand and get along well with each other. Do not conduct activities that will disturb the others in the room, such as talking on the phone

loudly at night, playing music with stereo system, watching pornographic videos, conducting religious rituals or by inviting friends over frequently.

第三十四条：公寓所住人员应尊重他人合理的隐私要求。公寓内不得针对他人性别、性取向、种族、国家、信仰、个人生理特征等进行诋毁、威胁或伤害。无论是口头上还是身体上的侮辱性或骚扰性行为，学校将对有此类行为者给予严肃处理。

Article 34 People living in the dormitory should respect others' privacy. Students are forbidden to insult, threaten and hurt others in regard to their gender, sexual orientation, race, nationality, belief and physiological features. Those who show any inclination towards insultation or harassment, orally or physically, to others will receive severe punishment.

第三十五条：留学生应文明使用洗衣房，洗衣时自行携带装衣服的器皿，不得将其他同学的衣服随地丢弃。

Article 35 Dormitory residents should use the public laundry in a correct and responsible manner. Bring your own bucket or basket to carry your clothes. Do not use the bucket or basket of others and don't throw other people's clothing aside.

第三十六条：严禁以任何形式、任何借口骚扰周边的中国学生宿舍，特别是女生宿舍，包括吹口哨、手电筒照射、投掷杂物等，一经发现严惩不贷。

Article 36 Harassment in any form, with any excuse, to Chinese students or fellow residents in the dormitory is strictly prohibited. That is especially for girls' dormitory, such as whistling, flashlight irradiation, throwing debris, and etc are prohibited. Once discovered, those who break the provision will be punished immediately and severely.

第三十七条：留学生公寓C栋为女生宿舍，男生未经允许禁止入内。如有违反将被取消住宿资格。

Article 37 International Students Dormitory C is girls only building. Boys are not allowed to enter without permission. Students who behave in a manner against these articles will have their accommodation qualification cancelled.

第三十八条：留学生公寓的管理人员应对留学生耐心热心。如因语言不通或沟通问题产生矛盾不应与留学生直接冲突，应马上联系留学生院工作人员处理。

Article 38 Staff in the International Students Dormitory are instructed that they should be patient and kind hearted. Avoid direct conflicts resulting from language barriers or communication problem. Otherwise, contact with staffs working in the Institute for International Education.

第五章 处罚条例

Chapter Five: Punishment Regulations

第三十九条：留学生应按《公寓管理条例》的有关规定住宿。如违反条例的有关规定，将被取消住宿资格，且房费、水电费余款及押金不予退还。情节严重者将被永久取消入住留学生公寓的资格，取消学习资格，并通知出入境取消其在华签证。

Article 39 Students should behave according to the Regulations for International Students Dormitory. Students who behave in a manner against these articles will have their accommodation qualification cancelled with their accommodation fee, water and electricity fee balance and deposit not been refunded. Students who have been judged to have severely broken the rules will be disqualified for further studies and the institute will notify the Entry-Exit Administration Bureau for cancellation of visas and study rights.

International Students Residence Management Center

留学生教育学院

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