

番禺大厦国际学生公寓管理条例

International Student Accommodation Regulations at Panyu Building

一、入住 (Check-in)

国际学生在学期报到注册日起 1 周内，凭付费记录单在番禺大厦物业管理处，领取住房合同和房间钥匙并入住。合同有效期不能超过本人学习期限（或签证有效期）。预定并付款成功的学生应当在注册日一周内报到入住，否则预定取消，并退费 50%。暑期学生入住后，因个人原因中途退宿，将不退任何费用。本管理条例和住房合同中有中英文两个版本，如有歧义，以中文版本为准。

International students can get the accommodation contract and room keys by the payment record of accommodation fee, and then can check in at the property management office of Panyu Building. The term of validity in the contract shall not exceed the study period (or the visa expiration period) of the students. Those who pay the room fee successfully should check in within one week after the registration day; otherwise, the booking will be invalid and 50% refund will be return to the student. During the summer school term, if student move out the dorm for personal reasons, there won't be any refund. Both the accommodation regulations and the contract are written in both Chinese and English, and for any ambiguity incurred, the Chinese version shall prevail.

学生入住时需核对室内物品，并在物品清单上签字，并预交付 200 元钥匙及物品管理押金。学生应妥善使用室内设施及物品，如因使用不当而造成物品损坏和遗失，应照价赔偿。结业或退宿时，应将清单上的物品如数交还给宿舍管理人员。

Upon checking in, students shall check the items in the room, sign on the list of items, and prepay a deposit of RMB 200 Yuan for key and belongings management. Students shall properly use the equipment and items and shall pay full price for anything damaged or lost caused by misuse. Everything on the list shall be returned to the dormitory administrators when the students finish their study or check out.

二、住宿登记 (Check-in Procedures)

按照中国法律规定，所有国际学生需要到徐汇校区的留学生服务中心登记住宿地点（桃李苑 1007 室），同时，必须在入住寝室后的 24 小时内，凭有效证件（住房合同、护照和学校证明）在新华路派出所办理临时住宿登记。

According to Chinese laws and regulations, all international students must register the accommodation venue at the Service Center for Overseas Students, Xuhui Campus (Room 1007, Taoliyuan Building). After the check-in, students should go to Xinhua Road Police Station with the valid documents (housing contract, passport and the accommodation form offered by the University) for temporary residence permit within 24 hours.

三、退宿 (Check-out)

国际学生在合同到期时应及时退宿。

International students should check out in time upon expiration of the contract.

暑期汉语学习生应提前 3 天办理退宿；长期汉语学习生应提前 1 周办理退宿。

Summer learners of Chinese should check out three days in advance; long-term learners of Chinese should check out one week in advance.

退宿时国际学生向番禺大厦楼栋管理员提出退宿、交还钥匙或门卡，管理员检查房间内家具、设备及床上用品。如有损坏或遗失，则按价赔偿，扣除押金，押金不足以赔偿时，须补足；如无损坏或遗失，则办理退宿手续，退还押金。

When checking out, international students should apply to the administrators of Panyu Building, return the key or access cards and wait for the administrators to check the furniture, equipment and beddings. Anything damaged or lost shall be paid at full price and deducted from the deposit. If the deposit is not sufficient to cover the damage or loss, the students shall be liable for the difference. If no damage or loss is identified, the check-out procedures will be carried out and the deposit will be refunded.

入住后，学生若在住宿期内退宿，住宿费 and 押金不予返还。

Once students check in, the accommodation fee and deposit will not be refunded if the students want to check out during the accommodation period.

对于合同到期超过 3 天拒不搬离的学生，学校有权采取必要措施强制其搬离。由此产生的费用由国际学生本人承担。

For any student who refused to move out for over three days after the expiration of contract, the university is entitled to take mandatory measures if necessary. All costs incurred thereof shall be undertaken by the international student.

四、日常管理 (Daily Management)

番禺大厦国际学生公寓实行来访人员登记制度、安全检查制度、卫生管理、维修等住宿管理规定。国际学生办理入住手续后应入住指定房间和床位，不得擅自调换房间。

Regulations on visitor registration, safety inspection, sanitary control and maintenance, etc. shall apply to visitors to the international student apartment of Panyu Building. The room and bed designated to international students after the check-in must not be changed without authorization.

五、来访人员登记制度 (Visitor Registration)

来访人员凭有效身份证件登记后方可进入公寓。来访时间为 8:00 至 22:00。入住番禺大厦国际学生公寓的学生不得将未经登记的人员容留在公寓内，也不得在非来访时间容留他人在公寓内。

Visitors will not be admitted in the Building without valid certifications of identity. The visiting hours are from 8:00 to 22:00. Students living in the Building can neither keep anyone unregistered in the Building, nor keep visitors in the Building out of the visiting hours.

六、安全检查制度 (Safety Inspection)

个人财物由学生各自妥善保管，离开房间时请确保房门已锁好。学生要妥善保管好自己房间的钥匙，不得将钥匙转借给他人。若钥匙丢失，应尽快到住宿管理人员处办理相关手续，并支付相应的换锁费。任何国际学生不得私配钥匙。

Students should safe keep their own property properly and make sure the door is locked when leaving the room. The key to the room should be kept safe and is not allowed to be lent to others. If the key is lost, go to the dormitory administrators' as soon as possible for follow-up procedures and pay for the correspondent lock changing fees. It is prohibited to duplicate keys without permission.

入住学生可在房间有人在场的情况下使用功率在 800W 以下，带有中国 3C 认证的电器。严禁在房内私自拉(接)电线或安装电器设备。不准搬动房屋内大型家具（如：床）；不准携带易燃、易爆、剧毒和放射性等危险物品进入大楼，楼内不准焚烧物品、燃放烟花爆竹。

Resident students can use electrical appliance lower than 800W and with the Chinese 3C certification as long as someone is present. It is prohibited to splice electrical wire or install electrical appliance without permission, to move large furniture (e.g. bed) in the room, to bring combustible, explosive, toxic, radioactive and other dangerous items in the Building, or to burn objects or set off fireworks and firecrackers in the Building.

物业管理工作人员每月定期会对本楼宿舍进行安全、内务、维修等巡检。学生应当予以配合，不得以侵犯隐私为由予以阻扰。对于发现的违反住宿管理制度的行为和安全隐患，管理方将采取必要措施予以制止。

Property managerial personnel will regularly inspect the dormitories in the Building in terms of safety, internal affairs, maintenance and other aspects every month. Students should cooperate instead of creating obstacles on ground of privacy violation. The administrators will take necessary measures to curb any behavior against the dormitory code and prevent any safety risks identified.

七、卫生管理 (Sanitary Control)

入住学生应保持公寓内外环境整洁，爱护楼内设施物品。本人房间以外区域为公共场所。公共场所严禁堆放个人物品。对于放置在公共场所的个人物品，管理员有权要求学生尽快清理，如拒绝清理或无法确认物品所有人且堆放时间超过一周的，管理员有权利将其另行处理。

Resident students should keep the apartment neat and clean by themselves, and carefully use the equipment and items in the Building. Space outside the rooms is regarded as public areas where no personal items are allowed to stack. The administrators have the right to require students to clear their belongings out of the public areas. If the items are stacked for over one week but the requirement of clearance is ignored or the owner is not identified, the administrators have the right to take further measures.

八、维修 (Maintenance)

当公寓内配置的设备设施需要维修或者更换时，应由入住学生到宿舍管理员处报修，物业管理部门应及时按照规定给予维修。如因入住学生人为造成的损害，维修费用由学生自行承担。

When pre-installed appliance in the Building needs maintaining or changing, resident students should report to the administrators and the property management office should provide timely maintenance service in accordance with relevant regulations. If the damage is artificially caused by resident students, the maintenance fee shall be undertaken by the students.

九、违规行为 (Violations)

根据中国法律法规和校纪校规，入住学生严禁在公寓内从事国家法律法规和校纪校规规定的禁止行为。以下行为属于违规行为：

According to Chinese laws and regulations and the university disciplines and rules, it is prohibited for resident students to conduct any behavior that goes against national laws, regulations and university disciplines and rules, including:

1. 在公寓内住宿期间，从事违法犯罪活动；

1. Engaging in illegal and criminal activities during the accommodation in the Building;

2. 以逃避、隐匿、抗拒、阻拦等方式妨碍学校工作人员执行公务及物业管理人员执行检查任务；

2. Hindering university staff from implementing official businesses or property managerial personnel from performing inspection tasks through escaping, concealing, resisting, impeding or other methods;

3. 违反护照、签证、住宿管理登记规定，或违反国家法律法规，构成非法居留，情节严重；

3. Violating the regulations on passport, visa or accommodation management and registration regulations, or national laws and regulations which constitutes illegal residences with serious circumstances;

4. 在公寓内私自装修、改装，破坏或改变房屋结构和功能；

4. Decorating, refitting, damaging or changing room structure and functions in the Building without permission;

5. 违反消防安全管理制度，造成安全隐患或导致公寓内出现火情、火灾以及其他导致设备设施损坏的行为；

5. Violating the fire safety management system causing safety risks or leading to fires or equipment damage in the Building;

6. 在楼内公共区域吸烟、向楼外抛洒或投掷物品、吐痰、饲养或携带宠物，不按照指定位置停放车辆等破坏环境卫生、影响公寓正常居住生活环境的行为；

6. Influencing the surroundings or the normal living environment in the Building by smoking in public areas, throwing things out of windows, spitting, raising or bringing pets, parking outside a designated parking space, etc.;

7. 因故意或过失导致公共财物或他人财物损失；

7. Causing loss of public property or others' property on purpose or due to negligence;

8. 利用公寓房间和设施从事租赁、修理、销售等经营活动，私自转让、出租床位或将房间给他人使用；

8. Utilizing apartment rooms and facilities for operations such as lease, repair or sale, and transferring or renting beds or rooms to others without permission;

9. 未经批准私自调换房间，私自将钥匙转借他人、更换门锁或另加门锁；

9. Exchanging rooms, on-lending keys to others, changing room locks or adding room locks without authorization;

10. 制造噪音污染，扰乱公共秩序，影响他人学习、休息；

10. Causing noise pollution, disturbing public order and disturbing others;

11. 未经批准私自在公共区域悬挂、散发、张贴各种宣传品；

11. Hanging, handing out or posting publicity materials in public areas without authorization;

12. 违反来访人员管理制度，在公寓内容留他人；

12. Violating the visitor management system by improperly keeping others in the Building;

13. 各种形式的传教及举办宗教聚会等活动；

13. Holding preaching activities of any forms or holding religious parties;

14. 其他经学校确认为严重违规的行为。

14. Other behaviors regarded as serious violations by the university.

十、处罚方式 (Punishments)

入住国际学生有违反本规定的行为的，处罚方式依照情节严重程度分为书面警告、严重警告和取消住宿资格三种，被书面警告三次或严重警告两次的国际学生，将被取消住宿资格。

In the case that resident international students violate the regulations, punishments can be classified into three kinds according to the severity of the violations: written warning, serious warning and disqualification of accommodation. International students who receive three written warnings or two serious warnings will be disqualified of accommodation.

入住国际学生行为涉嫌违纪的，依据《上海交通大学留学生手册（汉语生）》中的相关管理条理，进行违纪处分管理。入住学生违规行为造成他人合法权益和公共财物损失的，应当进行赔偿。

Resident international students who are suspected of violating the university disciplines will be punished according to relevant provisions in the *Handbook for International Students (Chinese Language Learners) at SJTU*. Any resident student who causes loss to others' legal rights and public property due to violations shall be subject to compensation.

十一、处理流程 (Handling Procedures)

入住国际学生被取消住宿资格的，具体处理流程如下：

For any international student disqualified of accommodation, the detailed handling procedures are as follows:

1. 学院宿舍管理部门应当会同番禺大厦物业管理部门将书面通知及时送达国际学生，无法送达的，将书面通知张贴在其房门上，视为送达。

1. The School dormitory management office should timely deliver the written notice to the international student along with the property management office of Panyu Building. In the case of failure of delivery, the notice shall be posted on the door and then the notification shall be deemed completed.

2. 国际学生应在收到书面通知或者公告后 3 日内搬离公寓，并至学院财务室进行住宿费结算。

2. The international student should move out of the Building within three days upon receipt of the written notice or announcement and settle the accommodation fee at the finance office of the School.

3. 国际学生拒不搬离的，公寓管理方可以禁止其进入公寓，并指定工作人员清理其个人物品，由此产生的费用，由被取消公寓住宿资格的国际学生承担。

3. For any international student who refuses to move out, the administrators are entitled to forbid his/her entry into the Building and appoint staff members to clear his/her belongings. All costs incurred shall be undertaken by the international student who is disqualified of accommodation.

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