

苏州大学海外学生公寓住宿规定

为做好海外学生公寓的管理工作，营造安全舒适的生活和学习环境，特结合本校实际制定本要求，希望广大学生仔细阅读须知内容，共同遵守住宿规定，互相监督，维护公寓的正常生活秩序和环境。

一、入住和离校

1、公寓房间内基本设施：基本配套家具、空调、小冰箱、独立卫生间；楼内有公共洗衣房、直饮水机；

2、入住房间后请检查房间内的家具电器是否完好，如有损坏，请立即与宿舍管理员联系，入住 48 小时内没有联系宿舍管理员，则默认房间家具电器完好；

3、入住后如需更换宿舍，请填写调宿申请表到海外留学生宿舍管理办公室（海外 3 号楼 107 室）申请调宿（个人原因申请不得超过两次），未经管理部门同意不得私自调换宿舍。

4、海外学生公寓为两人一间，在居住期间如若一人中途退房，学校可能在短期内将其他学生调整到该房间合住。学生不得以任何理由强占宿舍或阻止室友入住。

5、海外学生公寓的住宿费按学期收费，如果下一学期继续在校内住宿，须在学期结束一个月前向学校申请续住（请关注宿舍续住通知），并到本部怡远楼 304 室办理相关手续，

否则将被默认为退宿，学校将会安排其他学生入住。

6、学生中途休学、退学、转学或毕业时，须到海外留学生宿舍管理办公室(东区海外3号楼107室)办理退宿手续。留学生退宿前必须将自己所有私人物品带离宿舍，结清电费等相关费用。学生退宿后，所有遗留在房间内的物品将被默认为无主物品，学校有权进行处置。

7、在公寓住宿的学生如果要搬到校外居住，需要向所在学院提交《苏州大学留学生校外住宿申请表》，经学院同意提交国际处批准后，可办理退宿手续。

二、设施管理

1、房间内设备和公共设施发生损坏时，应及时到楼下值班室登记报修，因学生责任损坏的物品需按价赔偿；恶意损坏房内设备和公共设施的，除赔偿以外，将视情节轻重给予相应的处分。

2、房间内家具及设施均为配套使用，禁止随意挪动；如学生私自挪动家具，物业会安排人员复原家具位置，由此产生的费用由学生承担。

3、学生宿舍用电须提前购买，每个床位每月免费用电50千瓦/时，超出部分按统一价格由学生购买。

4、禁止在公寓内墙壁、地板和家具表面乱涂乱刻和钉钉子等。

5、不得私自在公寓内添置大件家具，一经发现学校有权

要求要求学生将搬进公寓的物品在规定的期限内搬出公寓。

三、安全管理

1、学生自入住宿舍领取钥匙后有保管钥匙的义务。学生不得将钥匙转借他人，不得擅自调换门锁。忘带钥匙时，须持本人学生证，在值班室登记后，由值班人员开门。丢失钥匙后应及时上报值班室，由宿舍管理人员进行配置、统一换锁，学生自行承担相关费用。学生退宿时须上交公寓钥匙，缺失者需赔偿 50 元。

2、留学生公寓禁止在室内吸烟，禁止使用明火。

3、自觉遵守公寓会客规定，不得私自留宿客人。任何外来人员未经宿管人员允许不得进入留学生公寓。

4、学生应妥善保存自己贵重物品，离开房间时检查电源插座是否关闭，空调是否关闭，房间是否锁好门窗。如遇贵重物品失窃，应保护现场，及时向保卫处报案。

5、学生不得使用洗衣机、取暖设备、电熨斗等高功率或危险性的电器设备，严禁使用不合格的家用电器。严禁私拉电线改装电路。

6、严禁将管制刀具、易燃、易爆、剧毒、腐蚀性或放射性等危险品带入公寓；严禁任何形式的酗酒、赌博、斗殴、寻衅滋事、嫖宿、吸毒和其他各类非法活动，一经发现将按照国家法律和校规校纪进行处罚。

7、禁止饲养任何宠物。

四、内务管理

1、保持宿舍和个人物品的洁净和整齐存放，自觉维护公共卫生。严禁向门外、窗外丢垃圾。

2、为保证您和他人的休息，请不要在房内和公共区域大声喧哗。

3、疫情防控期间，宿舍区域禁止聚集。

五、宿舍检查

为保障公寓内秩序和安全，公寓管理员会定期或不定期地对宿舍进行安全和卫生检查。公寓管理员有权根据学校规定没收宿舍内的违章电器等物品。学生违反公寓纪律的行为将被通知给所在学院并上报国际合作交流处。

苏州大学留学生宿舍管理办公室

2020.8

Accommodation Notice for International Students of Soochow University

In order to create a safe and comfortable living and learning environment for, all the students are required to obey the following rules. We suggest that students read the instructions carefully, abide by the accommodation regulations, serve as a watch-dog to one another and maintain a friendly and harmonious environment in the dormitory.

I. Check in & Check out

1. Basic facilities in the room: a set of furniture, air conditioning system, mini refrigerator, bathroom. There are also laundry rooms and drinking water dispensers in the building.
2. After checking in, students are advised to check whether the furniture and electrical appliances in the room are in good condition. If there is any damage, please contact the dormitory administrator as soon as possible (within 48 hours of moving in), otherwise, the room furniture and electrical appliances will be regarded as in good condition by default.

3. If student need to change the assigned room after check-in, please fill in the application form and apply to the International Students Dormitory Management Office (Room 107, Building 3) (no more than twice). Students are not allowed to change the assigned room without permission from the Management Office.
4. Each room is expected to be shared by two students. If one student checks out during the period of residence, the management office may assign another student to share the room within a short period of time. Students are not allowed to occupy the space vacated by previous roommates, hence preventing new student from moving in.
5. The accommodation fee of international student dormitory is charged by semester. Students are required to apply one month before the end of the semester if they intend to continue living on campus in the next semester. Students should pay attention to the notice from the International Students Dormitory Management Office and go to Room 304, Yi Yuan Building to make registration, otherwise they will be presumed as checked out by the end of the semester and the school might reassign the room to other students.
6. When students suspend, drop out, transfer or graduate from

the university, they are required to go to the International Students Dormitory Management Office (Room 107, Building 3, East campus) for check out. Students must take all personal belongings out of the dormitory before checking out, and settle all the charges related to the dormitory. After the students check out, all items left in the room will be considered as being forfeited by owners and the university has the right to dispose of them.

7. Students living in the dormitory and wish to live off-campus are required to submit the "Application form for Off-campus Accommodation" to their faculties. They will not be allowed to check out until their application is approved by their respective faculties and the International Office.

II. Facility management

1. In case of any damage to the equipment and public facilities in the room, please report to the dormitory administrator and register for repair as soon as possible. Students will be required to compensate the school for items damaged by them. Those who maliciously damage the equipment and public facilities in the dormitory shall, in addition to compensation, be given corresponding punishment according to the

seriousness of the situation.

2. The furniture and facilities in the room are regarded as a complete set. Students are not allowed to move them according to their personal preference. If the student moves the furniture without permission, the management will arrange staff to restore the furniture position, and the expenses incurred thereby shall be borne by the student.
3. The electricity of the dormitory shall be purchased in advance. Each student is allocated 50 KWH for free each month, anything exceeding this shall be purchased by students.
4. It is forbidden to scribble and nail any permanent fixings on the walls, floors and furniture surfaces in the room.
5. It is not allowed to add large pieces of furniture in the room. Once found, the school has the right to ask students to move it out of the dormitory within a prescribed time limit.

III. Safety management

1. Students are required to keep the key safely after they get it from the dormitory management. Students are not allowed to lend their keys to others or change locks without permission. If the students forget the key, they can go with their student ID cards to the dormitory administrator on duty to open the door.

If students lose the key, they should report to the dormitory administrator immediately. The dormitory management will change the lock and give a new key, and the students will be required to pay the relevant cost. The key of the room must be handed in when checking out. In case of loss of key, a compensation of 50 RMB will be paid by the student.

2. Smoking and open fire are strictly prohibited in the dormitory.
3. Students should abide by the rules of receiving guests in the room. Guests are not allowed to stay overnight in the dormitory.
4. Students should keep their valuables properly. When leaving the room, please check whether the power outlet is switched off, whether the air conditioner is turned off, whether the room is locked and windows are closed. If valuables are stolen, students are required to ensure the crime scene is not contaminated and report to the security department as soon as possible.
5. High power or dangerous equipment such as washing machine, heating equipment and electric iron shall not be used in the dormitory. Appliances that does not has the Quality Control (QC) certificates are strictly prohibited in the dormitory. It is strictly prohibited to modify the circuit by drawing wires

privately.

6. It is strictly prohibited to bring large cutting tools, inflammables, explosives, highly toxic corrosives or radioactive dangerous items into the dormitory. Any form of alcohol abuse, gambling, brawling, provoking troubles, whoring, drug abuse and other illegal activities are strictly prohibited. Those found guilty will be punished in accordance with state laws and school rules and regulations.
7. No pets is allowed in the dormitory.

IV. Housekeeping Management

1. Keep the dormitory and personal belongings clean and neatly stored at all times, and consciously maintain public health. It is strictly prohibited to keep waste items on the corridors or to throw them through the window.
2. It is not allowed to speak loudly or play music through amplifiers in the room or public area so as not to disturb other students.
3. During the epidemic prevention and control period, gathering in the dormitory area is prohibited.

V. Dormitory inspection

In order to ensure the safety and orderliness in the dormitory, the administrator will carry out unscheduled safety and hygiene inspection in the dormitory. The administrator has the right to confiscate illegal electrical appliances and other items in the dormitory according to the school regulations. Any violation of accommodations rules and regulations will be reported to the respective faculties of students and the international office.

International Students Dormitory Management Office

Soochow University

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