

江苏科技大学外籍教师住宿管理规定（试行）

JUST Foreign Teachers

Provisional Accommodation Regulation

外籍教师公寓是外教生活的重要场所。为规范管理，特制定本规定。

This REGULATION is formulated for the purpose of standardized management of foreign teachers' apartment, which is an important place for living.

一. 住宿登记/Registration

1. 外教到达本校后即刻办理住宿登记手续，包括签订《江苏科技大学外教住宿协议》、缴纳住房押金和领取住房钥匙。

Accommodation registration shall be finished once arrived, which is including signing the 《Housing Agreement for Foreign teachers in JUST》, paying the 400RMB deposit, getting the room key.

2. 外教入住前，应检查宿舍内家具和设备是否齐全和完好，如有缺失或损坏，应及时告知。否则，须照价赔偿。

Before moving in, foreign teachers are supposed to check inside furniture and appliance. Please report in time if any is missing or broken. Otherwise, compensation must be made according to the lost value.

3. 外教入住前须缴纳 400 元人民币住宿押金，退宿时，外教须交还钥匙，如宿舍内无物品丢失或损坏，押金将全额退还。

Before moving in, foreign teachers are required to hand in 400RMB for deposit of apparatuses and the key. When leaving, foreign teachers should return the key. And the deposit will be refunded to them if no damage is found in the apartment.

4. 外教应服从国际合作与交流处的安排，按指定房间住宿，不得私自调换房间。

Foreign teachers should follow the arrangement and reside in the arranged apartment. It is forbidden to switch apartments without permission.

二. 日常管理/ Daily Management

1. 不得利用外籍教师公寓房间从事违反中国法律和法规的活动。

Violations of Chinese law and regulations must not happen in the room of Foreign teachers' apartment.

2. 外籍教师应遵守公寓管理规定，尊重服务人员，服从管理。公寓管理人员因工作需要进入房间，外籍教师应给予配合，不得拒绝。

Foreign teachers shall observe this Regulation, respect apartment administrator and obey management. Foreign teachers should be cooperative if apartment administrator needs access into the room when necessary.

3. 节约使用水、电、煤气等能源。房内禁止使用自备的大功率电器，禁开无人空调。每户水、电、煤费使用总额度为 500 元/月（水 50 元/月、电 400 元/月、煤气 50 元/月），超额费用自理。

Think GREEN when use water, electricity, gas and other energy during the stay. Any illegal or high power electrical equipment shall not apply in the apartment.

Keeping air-conditioner on when no one is in the apartment is not allowed. Gas, Electricity and Water utilities in the lodging are free up to the following amounts: Gas 50 RMB/month, Electricity 400 RMB/month, Water 50 RMB/month.

4. 保持宿舍安静，不得在宿舍内从事影响他人学习与休息的活动，如跳舞、大声喧哗、高声播放音乐等。

Remain quiet inside the apartment. Loud activities which influence other residents are not allowed, such as dancing, high talking noises, high volume music playing etc.

5. 保持宿舍内卫生整洁，及时清理生活垃圾。垃圾和杂物不得随意堆置在公共楼道内，不得从楼上外抛。墙壁上不乱贴、乱画。

Remain clean and tidy of the apartment and clear living garbage on time. Placing rubbish in the public area or throwing outside from window is not allowed. Keep Posters and paintings away from the wall.

6. 不得擅自改动宿舍内预装设施。不得损坏、拆卸、改装宿舍楼内设备和线路。如有损坏，需按价赔偿。

All facilities shall not be moved without permission. Do not damage, disassemble and change inside equipments and cord. Otherwise, compensation must be made according to the original value.

7. 不得擅自更换房门钥匙、另配钥匙或另加门锁。钥匙如有遗失，将从押金中扣除相应金额。

It is not allowed to change the locks or make copies of the key or add another lock without permission. Extra fee would apply if room key lost.

三. 会客管理/ Visiting management

1. 外教宿舍若需留宿他人，须提前告知国际合作与交流处、报备留宿者信息、获得允许。否则，将罚款 200 元人民币，并予以警告。若留宿者为外籍人士，须向国际合作与交流处提供留宿信息和护照复印件以备案。

If accommodation of outside visitors is needed, foreign teachers should inform the International Office in advance, report visitors' information and get permmission. Otherwise, 200RMB accommodation fee would be charged, and it would be recorded as a warning. If the outside visitor is an alien, he/she should provide the International Office with the information of stay and a copy of his/her passport.

四. 安全管理/Security Management

1. 妥善保管护照、现金及其它个人物品，不宜在房间内存放贵重物品和大量现金。

Keep safe of passport, cash and other valuable personal belongings. Leaving high value goods or large amount of cash inside the accommodation is not suggested.

2. 严禁乱动配电箱、消防器材等，室内禁止存放易燃易爆物品。如发现室内有设施故障和安全隐患，应及时向公寓管理人员或国际合作与交流处报告。

Do not touch distribution box and fire equipment if not necessary. Inflammables and explosives are forbidden to be placed in the apartment. Please report to administrator of International Office immediately if facilities faults or safety loopholes are found.

3. 夜间睡觉时必须锁好房间门窗及阳台窗户；假期外出时须切断水、电源和煤气开关。

Lock well door and room windows and balcony windows during the night for safety. Water, electricity and gas must be switched off during the holiday leaving.

4. 外教需向国际合作与交流处报备寒暑假计划。假期中如不在学校公寓内居住的，需到国际合作与交流处登记，同时公寓钥匙必须妥善保管或交由国际合作与交流处保管，不得擅自交他人保管或借给他人使用。

Residents should inform the International Office of general plans during holidays. If not living in the apartment during holidays, residents should keep properly of the key or leave it to the International Office. Leaving keys to others is not allowed.

5. 遇到紧急情况请拨打以下电话：报警 110、火警 119、救护 120。学校不承担由于火灾、盗窃、水灾、或其它原因造成的住宿者个人财产损失。

Emergency calls: criminal report-110, fire report-119, and ambulance-120. University does not bear the lost cost by fire, stealing, flood or other disaster.

五. 退房管理/Check-out

1. 住宿时间期满，外籍教师应在一周内办理退房手续，并搬离外教宿舍。因特殊原因需延期居住时，经国际合作与交流处同意，可以办理延期手续，延期住宿时间不超过一周，延住期间按标准价格收费。

The residents should check out within one week of agreed leaving date, and move out at schedule time. For extending the time of residence in case of special conditions, permission must be granted by the International Office to fulfill extension formalities. The extension residence shall not exceed one week, and be charged the same as standard rate, 200RMB per night.

2. 办理退房手续时，由国际合作与交流处检查房间设备设施情况，核对房间的物品。如有损坏、丢失，在退还押金之前需照价赔偿。

When checking out, the International Office would check the room situation and facilities, count room items. If any damage or lost, compensate must be made before returning deposit.

3. 外籍教师离校前将钥匙交还国际合作与交流处。室内遗留物品，按无主物品处理。

Residents should return the room key to the International Office before leaving. The remaining items in the room would be treated as unclaimed articles.

六. 其他/Others

1. 如违反以上规定造成任何不良后果，住宿者需承担全部责任。

Any negative consequences caused by violation of above regulations, the resident should undertake all responsibilities.

2. 本规定自发布之日起执行。由国际合作与交流处负责解释。

The regulation shall become effective upon the date of issuing. The responsibility of its interpretation shall be vested in the International Office.