

华北电力大学留学生公寓管理规定

华北电力大学留学生公寓是留学生在校期间学习、生活的重要场所，为保证公寓安全，加强对学生日常生活的管理和引导，把严格管理与优质服务结合起来，创造安全、文明、优雅的宿舍环境，特制定本规定。

North China Electric Power University (NCEPU) Foreign Student Dormitory Administration Regulations

The International Student dormitory within NCEPU is for the International Students enrolled and living on campus, Thus it's an important residential area. Therefore, to ensure the safety within the dorms, strict guidelines are enforced aiming to create a safe, civilized and elegant living environment.

第一章 入住和退宿

Chapter 1 - Check-in and Check-out

第一条 凡准备入住留学生公寓的留学生，须在学校财务处缴纳住宿费后，持国际教育学院开具的入住通知单、缴费凭据方可到

留学生公寓前台办理入住及相关手续。

Part 1 - Foreign students who are preparing to stay in the international student's dormitory must pay the accommodation fee at the school finance department, and then pay the registration fee at the front desk of the student dormitory. Be sure to have the residence notification issued by the Institute of International Education before signing (If accommodation fees are covered by a scholarship then only the room deposit at the reception should be paid).

第二条 留学生入住前须签订《华北电力大学留学生公寓住宿协议》。双方共同遵守,各自履行自己的权利和义务。

Part 2 - International students are required to sign the "North China Electric Power University student dormitory accommodation agreement" before check-in. Signing this agreement means that both parties (Students and dorm administrators) agree to abide by the rules and regulations of the dormitory.

第三条 留学生入住须填写《留学生住宿登记卡》，缴纳住宿押金（旧楼：500 元，13#公寓：2000 元）后，方可领取宿舍房间钥匙或门卡。

Part 3 - International students must fill in the "International Student Residence Registration card" and pay the room deposit (old building: 500 Yuan, #13 apartment: 2000 Yuan), before receiving the dormitory room key or door card.

第四条 本科生及硕士为四人一间，博士生两人一间。因特殊情况，

需要一个人住一间宿舍的，可向管理人员提出申请，在宿舍条件允许的情况下，经主管部门同意，缴纳相应的住宿费后，方可入住。

Part 4 - Bachelor's and Master's students are 4 occupants per room, PhD students are 2 occupant per room. For special circumstances: if a student requires a single room, he/she may request this option from the dormitory admin. If dormitory conditions permit, the Admin agrees and the student accepts the additional fees, he/she can receive single room accommodation.

第五条 校内住宿的学生必须在指定的房间、床位住宿，在需要时必须接受管理人员的统一安排和调配，不得私自调换和占用床位。如因特殊情况需调宿者，须写书面申请，报国际教育学院批准后方可调整。每位留学生在校期间有一次调房机会。

Part 5 - Students living on campus must stay in their designated rooms and are not allow to change unless otherwise instructed by the dormitory admin to do. If a student wishes to change rooms a request can be made to the administrator/manger and if agreed upon, the room can be changed. In case of special circumstances, the applicant must apply in writing and submit it to the International Education Institute for approval before adjustment. Every student has the opportunity to change his/her room **ONE** time.

第六条 留学生结业、毕业或者按计划住满居住期限，在办妥学校其他部门的手续后，须经公寓管理员到本人房间验收公共

设施及学校配备的物品，然后办理退宿手续并在规定的时间内离校。

Part 6 - Graduating Students or students planning to permanently reside after graduation, must first complete all formalities relating to the other departments on campus. After which the dorm admin will complete a room inspection and check list. At which point a deadline to vacate the dormitory will be issued.

第七条 同一宿舍一人退宿，则另一人在一周之内由管理员安排与他人合并房间。学生退宿申请一经批准，该生的原床位将由国际教育学院统一另行安排。

Part 7 - If a Student checks out of the dormitory, the dormitory admin can assign a different student to that room within one week. Upon approval for check out, the newly assigned occupant's original bed will be arranged separately by the International Institute of Education.

第八条 学生毕业离校期间要爱护公共财产，做到文明离校，并从毕业之日起于三天之内搬离留学生公寓。如未经同意而继续滞留或在房间内存放物品者，因宿舍清扫、维修等原因造成的一切损失由留学生本人负责并须按规定交纳其滞留期间的住宿费用。

Part 8 - students who graduate and are leaving the school should respect public property. They should vacate the campus in a civilized manner and move out from the student dormitory within three days of graduating. Any student who continues to

stay without permission or put objects in the room, all the losses due to dormitory cleaning, maintenance and other reasons are the sole responsible for the students themselves, and must pay the room collection charge during their stay.

第九条 确因特殊原因需在校外住宿的学生必须办理如下手续，否则学校将作违纪处理，一切责任由本人自负。

Part 9 - Students who are required to stay off-campus for special reasons must handle the following formalities, otherwise the school will be treated as a disciplinary offence.

1、由本人向国际教育学院提交书面申请，写明校外住宿原因，并留下将入住的地址、联系人及电话；

A submitted written application to the International Institute of Education, stating the reasons for the Off-campus accommodation and living address, contact person and telephone number of the stay.

2、必须征得在华事务担保人的同意，由担保人出具书面同意信函及留下担保人的联系地址、电话；

Must obtain the consent of the guarantor in China, If applicable the guarantor should issue a written consent letter with his/hers contact information and address.

3、经国际教育学院审核批准，与学院签订校外住宿的协议书；

Agreement with the college to pursue Off-campus accommodation with the approval of the International Institute

of Education

4、到留学生办公室备案及办理住宿费修改手续。在每学年的第一学期注册前已办理退宿的，可免交住宿费，注册后退宿的住宿费不再退回。

Any change to accommodation status must be recorded at the international students office. Check-in before registration at the beginning of every school year first semester will waive the deposit fee. Check-in after and the fee will not be reimbursed.

5、在校外住宿的学生必须严格遵守与学院签订协议的内容，自行负责人身财务及交通安全，校外住宿发生意外情况后果自负。

Students who live off campus must strictly abide by the contents of the agreement with the college, be responsible for personal finance and traffic safety, any consequences of accident will not be the responsibility of the university.

第二章作息与会客

Chapter 2 - Schedule and visitors

第十条 留学生宿舍作息時間；早 6：30 开门，晚上 20：00 锁门，20：00 后需刷卡进楼。留学生应在 23：30 前回到宿舍。

学生应严格遵守作息制度，自觉按时熄灯就寝。因特殊原因不能及时回宿舍者，凭证件登记后方可进入。

Part 10 - International Students Dormitory schedule: doors open - 6:30am, doors closed - 8:00pm (20:00). Students must use their key card After 8:00pm to enter. Students should return to the dormitory before 11:30pm (23:30). All students should abide by the dormitory schedule. If for any reason one is not able to return to the dorm before 12:00am (00:00), your signature and reason are required at the front desk before returning to your room.

第十一条 留学生应保持宿舍安静，不得在宿舍从事影响他人学习与休息的活动。

Part 11 - Students should keep their dormitories quiet and must not engage in activities that affect learning and the rest of others in the dormitory (e.g. excessively loud music, overzealous laughter and conversation, etc).

第十二条 留学生要遵守会客登记制度和会客时间。

Part 12 - Students must abide by the visitor registration system and visiting times

1、会客时间 下午 4: 00-晚上 22: 30

周末、节假日: 9: 00-22: 30

Visiting time 4:00pm - 10:30pm (16:00 - 22:30)

Weekends and holidays:

9:00am - 10:30pm (9:00 - 22:30)

2、来访者须出示本人有效身份证件（限：护照、身份证、学生证）登记方可会客，且须在 22:30 之前离开公寓。

All visitors are required to present their valid identification, (passport, Identity card or student ID card) to be allowed into the dormitory and must leave before 10:30pm (22:30).

3、留学生必须配合管理，严格遵守会客时间。来访者须在规定会客时间内会客，来访者超过 会客规定内时间应自觉离开，否则值班人员有权敦促来访者离开。

Students must abide by the visiting times and regulations, ensure your visitors arrive and leave within the prescribed times. Visitors should leave voluntarily within the prescribed time limit, otherwise the duty officer has the right to urge visitors to leave.

4、来访者不得在宿舍留宿，否则将按照校纪校规严肃处理。

No visitor under any circumstance is allowed spend the night in the dorm. If discovered the host will face serious consequences in accordance with the rules set by the governing body of the university.

第三章 安全秩序与卫生管理

Chapter 3 - Safety and sanitation management

第十三条 本校师生与员工进入宿舍，应主动出示工作证、学生证或其他有效证件，以便公寓管理人员查验，无有效证件者，公寓管理人员有权其拒绝进入楼内。

Part 13 - Teachers, students and staff members must have a valid ID with them to be presented to the receptionist if required. The receptionist or dormitory manager has the right to refuse entry to anyone asked to show their ID and cannot do so.

第十四条 禁止在宿舍内从事违反法律法规和校纪校规的活动。严禁私自转让和转租宿舍，严禁留宿异性。

Part 14 - Its forbidden to engage in activates violating laws and regulations of school in the dormitory. It's strictly forbidden to exchange or rent the room. It's also Strictly forbidden to live with a person of opposite sex. (if you are married, make the necessary formal arrangements with the dormitory admin and international student's office)

第十五条 严禁携带易燃、易爆、剧毒、放射等威胁人身安全物品或淫秽、反动物品进入公寓。对携带物品离开宿舍者，宿舍管理人员认为有必要检查时，当事人应接受检查并登记备案。

Part 15 - It is strictly prohibited to a carry highly flammable, explosive, toxic, radioactive and other substance or device that threatens

fellow students, personnel, personal and School property safety. When carrying goods and items in and out of the dormitory, the dormitory admin/manager has every right to ask you to reveal the contents. Anyone asked to go through inspection must accept willingly, for this is a safety procedure.

第十六条 学生应增强宿舍安全意识,提高自我防范自我管理能力,禁止在宿舍内点蜡烛、生明火、焚烧物品,禁止使用煤气炉等用具。如发现异常情况要及时上报公寓管理人员或学校保卫部门。人为造成安全防火设施损害的,除责令当事人赔偿损失外,并处以按损失五至十倍的罚款。

Part 16 - Students must be vigilant to dormitory safety and improve self-management. Candles, open fire, burning, gas stoves and any similar appliance is strictly forbidden to be used in the dormitory. If any abnormal situation is found, it should be reported to the apartment manager or the school security department in a timely manner. Also any the man-made damage caused to the fire prevention facilities, the person responsible concerned will be ordered to compensate for the losses, a fine of five to ten times the amount of the damage facility will be imposed.

第十七条 学生公寓出入口、走廊、楼梯、天台门等公共部位必须保持畅通和空旷,不得在以上地方停放自行车、摩托车和堆放物品。

Part 17 - The apartment main entrance and exit door, All staircases,

rooftop doors and other public area must be kept clear. Parking of bikes, motorcycles and staking of items are not allowed in these areas and will not be tolerated.

第十八条 学生在公寓内要注意安全用电。室内严禁使用各种存在安全隐患的电热用具，如电炉、电热取暖器、电熨斗、电吹风等等。禁止在宿舍乱拉 / 乱接电线，严禁损害、破坏宿舍供电设施，严禁盗用公用电源。违反者将视情节轻重给予罚款及纪律处分。因超功率用电而烧坏供电设施者，必须在赔偿损失后方可用电。

Part 18 - Students must carry out safe use on electricity in the dormitory. Electric heaters, electric stoves, clothing iron, hair dryers and any further electric heating devices are forbidden to be used in the dorm. It's forbidden to remove or connect electrical wires or damage the dormitory's power supply systems. It's strictly prohibited to embezzle public power supply. Violators will be fined and disciplined according to the severity of the case. If the power supply facilities are burned out by excessive power consumption, electricity will not be restored until the loss is compensated.

第十九条 留学生如果在暑假、寒假后需继续住宿，需在每年 6 月或 12 月份预交假期及开学后第一个月的费用，否则该房间将做为房源安排新生。留学生在寒、暑离开学校回国、旅游、探亲访友，须在离校前告知总服务台，并按时返回学校。

Part 19 - Students paying for accommodation must pay the accommodation fee in June and December if you intend to continue living in the dormitory after the summer and winter holidays. Failure to abide will cause the room to be reassigned. Student leaving during the winter and summer, traveling, visiting relatives and friends, must inform the reception of your planned travel and return to school on time.

第二十条 禁止在留学生公寓组织进行迷信与宗教活动

Part 20 - It is forbidden to organize superstitious activities and religious activities in students' dormitory.

第二十一条 禁止携带反动、色情、淫秽书刊和声像制品进入公寓，禁止在公寓内观看和播放反动、色情和淫秽书刊或声像制品。

Part 21 - It is forbidden to bring reactionary, pornographic and obscene books and audio-visual products into apartments, and it's also prohibited to watching and playing reactionary, pornographic and obscene books or audio-visual products in the dormitory.

第二十二条 严禁赌博、酗酒、吸烟、偷窃、打架斗殴等违反中国法律和学校纪律的行为。

Part 22 - Gambling, drinking, smoking, stealing, fighting and other violations of Chinese law and school discipline are strictly prohibited.

第二十三条 公寓内须保持安静，严禁在楼内大声喧哗、哄闹。在宿舍内使用音响、电脑等应以不干扰他人为前提。

未经许可不得进入他人房间；不得私自搬换或多占家具设备；不得擅自改造和损坏宿舍的公供设施；不得自行油刷室内外的墙壁；不得私自增添大件家具设施；占用他人的生活空间。

Part 23 - The dormitory must be kept quiet! It's prohibited to have loud conversations and gathers in the building. Do not disturb other when using computers and speakers.

DO NOT enter another room without permission from the host, DO NOT remove or change furniture or fixtures, DO NOT rearrange or damage the furniture, DO NOT paint or deface the walls, DO NOT install bulky furniture or fixture, DO NOT occupy other occupant's living spaces.

第二十四条 严禁在公寓内进行推销、传销或其他经商活动。

Part 24 - It is prohibited to carry out marketing, MLM or other business activities in the apartment.

第二十五条 雷雨期间不要使用电话和电视机，应关闭电源、拔下天线、插头、在公用厨房做饭时应安全使用炉具，必须按使用说明和有关规定操作。违反操作规定造成事故者，须赔偿损失，后果严重者，将受到校纪处分，直至追究刑事责任。

Part 25 - Do not use telephones and TV sets during a thunderstorm. Turn off the power supply, unplug the TV box and power plug. Electric stoves should be used safely when cooking in the dormitory kitchen. Adhere to the instructions and relevant regulations.

第二十六条 严禁在公寓内踢足球、滑旱冰、打排球、打网球等，违反者将没收运动器具。严禁在公寓内饲养狗、猫、鸟等宠物。

Part 26 - It is forbidden to roller-skate, play football, volleyball and tennis or any other sporting activities in the dormitory, violators will have their equipment confiscated. Dogs, cats, birds and other pets are strictly prohibited in the dormitory.

第二十七条 共同维护宿舍公共环境卫生，主动参加宿舍公益劳动。保持冲凉房、厕所设施的完善和下水道畅通；禁止乱贴、乱写、乱倒、乱丢、乱吐。屡教不改者参照有关规定处以50元以上200元以下的修缮费。

Part 27 - To ensure a healthy environment in the dormitory, keep the shower and toilet facilities clean and the sewer unblocked. Graffiti or writing on the walls or floors, disorderly conduct, littering, spiting, and vomiting are prohibited. Anyone in violation of these rule will be fined 50 yuan or above for each violation. Any damage done to dormitory property will incur a charge of 200 yuan or above for repairs.

第二十八条 留学生要搞好宿舍卫生，养成良好的卫生习惯。垃圾清扫后倒入垃圾桶内，保持室内及门前走廊的清洁卫生。认真配合、积极参与学校和国际教育学院组织的卫生检查评比活动。

Part 28 - All students living in the dormitory must practice proper hygiene habits. Dispose of garbage into the garbage bins, keep

the room clean and the corridor clear. Actively participate in the health inspection and evaluation activities organized by the school and the International Institute of Education.

第四章 公寓内水、电及设施设备管理

Chapter 4 - Management of water, electricity and facilities in apartments

第二十九条 公寓内的大型设施设备，有学校相关部门负责定期检修及维修，以保障其正常运行。公寓设施损坏或无法使用可在公寓管理人员处登记报修，一般正常损坏由公寓管理人员安排维修。

Part 29 - In order to ensure smooth operation of the dormitory facilities and fixtures, the university maintenance department is responsible for service and repairs. Damaged dormitory facilities should be reported to the receptionist or dormitory manager/administrator. Then repairs will be arranged by the dormitory administrator.

第三十条 如发现紧急或异常情况，学生可以拨打电话报修，水电：61772200 网络：51963225，热水供应：61772200，消防设施：51963502，或报公寓服务台，由公寓转报相关部门尽快处理。

Part 30 - In case of emergency or abnormal situations, students can call the following hot lines: water supply hotline: 61772200, network hotline: 51963225, hot water supply: 61772200, fire response: 51963502, or inform the reception desk of the dormitory, then the dormitory staff will report to the relevant departments as soon as possible.

第三十一条 因使用不当造成门窗、家具、照明及其它设施等损坏者，必须赔偿全部损失。对故意损坏宿舍设施者，处以损失价值五至十倍的赔偿费。如责任不清，则有同宿舍同学共同承担。

Part 31 - Damage caused by improper use of windows, doors, furniture, lighting and other facilities must be compensated for. For those who deliberately damage the dormitory facilities, a fine of 5 to 10 times the total cost of the damage facilities will be charged for compensation. If the parties responsible are not clear, then students living in the dormitory has to clear the fine jointly.

第三十二条 学生公寓按学生类别不同享受免费用电指标，超量部分按学校有关规定由学生自付，购电价格按北京市民用电价格执行。免费用电标准：本科生、硕士生每人每月 40 度，博士生、高进生每人每月 60 度。

Part 32 - Some students have access to free use of electricity according to student categories, Usage above the free issued amount shall be paid by the student according to the relevant

regulations of the school, and the purchase price shall be carried out according to the civil electricity price of Beijing. Free electricity standard: undergraduate, master's degree 40 per person per month, PhD 60 per month.

第三十三条 用水标准：按学校相关规定执行。

Part 33 - Water standards: According to school regulations

第五章 附则

Chapter 5 - Supplementary provisions

第三十四条 本规定适用于在留学生公寓住宿的所有学生。凡违反本规定者，将视情节轻重给予 500-1000 元罚款或根据《华北电力大学学生违纪处分实施细则》给予纪律处分，且记入个人档案。如造成公共财物或他人人身财产损失者，须赔偿全部损失。

Part 34 - This provision applies to all students staying in the dormitory. Any violation of this provision, will be faced with a seriousness of 500-1000 yuan fine or according to the North China Electric Power University students' disciplinary rules for the implementation of disciplinary action, and credited to the personal archives. In the case of misplacing public, university or another person's personal property, The full cost must be compensated of face consequences.

第三十五条 学生在校住宿期间，应按期缴纳住宿费，逾期未交的，学校将征收 10% 的滞纳金，为按期缴纳住宿费 3 个 1 月的，将作退宿处理。因学生本人过错被处以开除学籍的学生，

一律不予退还已交的住宿费。

Part 35 - Students living on camps must pay the accommodation fees on time. Overdue payment will incur a 10% fine in addition to normal accommodation fee. The accommodation fee should be paid by January 3rd. Any student expelled from the University by their own fault with not be refunded their accommodation fees.

第三十六条 学生未向学校报告而擅自离校一个月，学校有权清理其宿舍床位。个人物品代为保管一个月，超过一个月不领取，学校有权处理。

Part 36 - Any students who leaves the school for more than 1 month without informing any administrative staff, can have his/her personal belongings removed from the room. They will be stored for 1 month after which they will be discarded.

第三十七条 全院师生有责任共同搞好宿舍文明建设，对本规定中未涉及的影响公寓正常安全、秩序的其他现象，将参照华北电力大学公寓管理的有关规定进行处理。学生在公寓的表现与学生的各类测评相挂钩。

Part 37 - Students are responsible for building a good community within the dorm, as long as the safety of the dormitory is not compromised. Any such phenomena will be dealt with in accordance with the relevant provisions of the management of the dormitory of North China Electric Power University. Students behavior in the dormitory is linked to their various

assessments.

第三十八条 本规定由华北电力大学国际教育学院负责解释和监督执行，自二〇一一年九月一日起实。

Part 38 - These regulations are implemented by the International Institute of Education of North China Electric Power University, and have been established since 2011/09/1.