

Regulations by USTC on Managing On-campus Accommodation of International Students

Chapter 1 General Principles

Article 1 In accordance with “Regulations of Enrollment and Training of International Students by Schools and Universities”, “USTC Student Handbook” and relevant scholarship regulations, taking into account real situations, the document is formulated to keep teaching and campus life in order, provide sound learning and living conditions for international students, and protect legitimate rights and interests of USTC and international students.

Chapter 2 Check-in, Room changes and Check-out

Article 2 International students admitted and enrolled at USTC are eligible to apply for accommodation at International Students Dormitory of USTC, excluding those who have been disqualified for on-campus accommodation due to violation of university regulations. The International College will comprehensively consider factors such as housing availability, scholarship regulations, and application sequence to arrange accommodation for international students.

Article 3 Before moving in, international students must sign accommodation agreements and make deposits.

Article 4 International students must provide valid passports and visas when checking in. In accordance with Rules for the Implementation of the Law of the People's Republic of China Governing the Administration of Entry and Exit of Foreigners, international students should go to the local police station to register accommodation after receiving introduction letters from the International College.

Article 5 After checking in, international students should be lodged at the designated building, apartment and bed. Without approval of the International College, no one is allowed to change apartments and beds.

Article 6 Doctoral students and senior scholars can be accommodated in single rooms. Other international students live in double rooms. If students need to live in single rooms due to special circumstances, they must submit written application and ensure payment of accommodation price differences and other relevant fees. With approval of the International College, they can then have access to single rooms.

Article 7 Changes between two single rooms require the consent of both students involved and two separate written

applications. The change can be carried out after approval by the International College. Changes between two double rooms require the consent of all four students involved and separate written applications by all. The change can be carried out after approval by the International College. During stay at the dormitory, students can submit no more than two applications for room changes due to personal reasons.

Article 8 In cases of graduation, completion of programs, dropout, being expelled, suspension, transfer, expiry of accommodation agreements, applying for off-campus accommodation etc., students should go through withdrawal procedures and settle related expenses. Students must inform the administrative department of International Students Dormitory a week in advance and complete checkout at the department within the specified time. If a student refuses to check out within the specified time, the International College will report to the local police station to cancel his accommodation registration and report to the Exit and Entry Administration to cancel his residence permit or visa in China.

Article 9 Students should keep to rules and disciplines when leaving the dormitory. They should take personal belongings out of apartments in time, and return items such as keys, utility

cards, and remote controls. They are required to protect public property in the apartments, cooperate with dorm staff for checks on water, electricity and apartment facilities, pay all outstanding fees according to rules and compensate for property damage based on the price list.

Article 10 For international students wishing to return to International Students Dormitory after check-out, they should submit accommodation application again and stay on the waiting list. Under sufficient housing availability, International College will make arrangements as appropriate.

Article 11 When USTC adjusts planning of the International Students Dormitory, or when accommodation needs to be reallocated, for example, due to changes of study/scholarship periods of the international students, students involved should cooperate and follow the university arrangements; on no grounds can they hold back the adjustment.

Chapter 3 Accommodation Management

Article 12 International students living in the dormitory should respect and care for each other, stay united, keep public order, observe work and rest schedules, and develop sound study and life habits. Apartments of the International Students Dormitory

should be clean, tidy and nicely arranged. Religious brochures and signs are not allowed in the dormitory and religious gatherings and other activities are banned from the dormitory.

Article 13 International students living in the dormitory should keep public security in mind, enhance safety awareness and legal literacy, take precautions against risks, improve skills of self-management, self-rescue and escape.

Article 14 To prevent fire accidents and protect the safety of the lives and properties in the buildings, the International Students Dormitory conducts fire safety management in accordance with "Fire Prevention Law of the People's Republic of China" and related laws and regulations. Violations of fire safety include:

1. Deliberately damaging or tampering with power distribution boxes; arbitrarily moving fire-fighting equipment out of its original place
2. Storing or using flammable, explosive, highly corrosive and other hazardous objects; using prohibited electrical appliances; installing electrical wires without permit; and embezzling public electricity (prohibited electrical appliances at the dormitory include immersion heaters, electric stoves, electric blankets, electric cookers, electric heating equipment, etc.)
3. Burning objects, littering cigarette butts and other

combustibles

4. Using gas in an unsafe manner at the kitchen; spilling food that causes gas leakage and fire

Article 15 If students are found using equipment and high-power electrical appliances that easily cause fires in the International Students Dormitory, the equipment and appliances will be confiscated. Students who violate regulations or fail to comply with regulations when using electrical appliances have to compensate for all resulting losses; in serious cases, the judicial authorities will pursue their criminal liability. When students take notice of fire, they should report to the police and take evacuation measures. When students come across criminal and public security cases, they should protect original scenes, timely report to the university security office and the administrative department of International Students Dormitory, and assist in the handling process.

Article 16 Students should save water and electricity. Water and electricity fees are assessed according to the relevant regulations of USTC. Students should pay attention to electricity safety and cut off the power if they are away for a long time.

Article 17 The International Students Dormitory is only available for international students. Visitors must leave the

dormitory before 22:00 and cannot stay overnight. When an international student leaves the apartment, his/her visitor(s) must leave at the same time. Students keeping visitors (non-residents) overnight are subject to compensation and legal liability for resulting the public property loss or that of roommates, and personal injury.

Article 18 It is forbidden to lend or sublease rooms to others, to replicate door keys, or to install additional door locks.

Article 19 To maintain tidy, comfortable and sound living environment of the dormitory, international students should take good care of all facilities in the buildings, keep it clean both inside and outside of the dormitory, and clear obstacles away from corridors. They are not allowed to throw objects out of windows or downstairs, or raise any animal anywhere in the dormitory. Students should respect and cherish labor of the staff. In particular, they are required to put indoor garbage in rubbish bins, take bagged garbage to designated dumps in time, and place hazardous waste in designated storage sites. Students should also take care of the greeneries surrounding the dormitory.

Article 20 If students find damage or loss of public properties, they should register for repair at the administrative department

of International Students Dormitory in time. If public property losses are caused by man-made factors such as improper use, the person(s) responsible should compensate according to the price list.

Article 21 Students should take precaution against theft and take care of personal belongings. When away from the dormitory, they should keep doors and windows closed, take care of keys without lending them to others. If students lose the keys, they should timely report to the administrative department of International Students Dormitory, who will replace the door locks.

Article 22 Furniture for personal use should be taken good care of by the user and furniture for common use should be well kept by all users involved. International students should keep the furniture and walls clean and tidy, and properly use water and electricity facilities, doors, windows, glass, furniture and other facilities in buildings and apartments. Without the consent of the administrative department of International Students Dormitory, students are not allowed to lend any furniture of the universities to others, or to move furniture from other places into International Students Dormitory. They are not allowed to dismantle, move, damage or discard furniture and facilities in

the dormitory without permission. If such actions cause damage, they should compensate at the original price. If the person(s) directly responsible for the damage cannot be specified, all the members of the apartments will share compensation equally.

Article 23 Students must not carry out activities that violate Chinese laws and university regulations at the dormitory. They are not allowed to hold religious group activities. Gambling, drug abuse and other illegal activities are strictly prohibited. Without permission, no parties are allowed in the dormitory.

Article 24 Students should keep quiet in the dormitory. They are not allowed to engage in activities disturbing others' study and rest, such as making loud noises, patting balls, dancing, and playing music loudly, etc.

Article 25 Business or other related activities are prohibited in International Students Dormitory. No student, group, or entity is allowed to engage in pyramid schemes, business and fee-charging activities in the dormitory. Students wishing to hold non-business publicity campaigns must get approval by the administrative department of International Students Dormitory before posting or displaying at designated areas.

Article 26 International students should pay fees such as accommodation, utilities on schedule. Before completing

check-out procedures, students are still required to pay accommodation fees during their absence. In cases of arrears of fees, failure to return to campus within prescribed time, or leaving campus without authorization, the administrative department of International Students Dormitory has the right to disqualify the student(s) for accommodation and require departure. When international students ask for leave from campus, they should inform in advance the management staff of their dates of departure and return, and go through registration procedures so that the staff can turn off the water and electricity in time. Otherwise, if there is any resulting loss in the dormitory during the leave, students will be held responsible.

Article 27 International Students Dormitory Management includes security check and room inspection. The administrators will take necessary measures to stop and eliminate any violation of the accommodation management rules and hidden safety hazards once they are discovered. The administrators will carry out relevant inspections on a regular or non-regular basis to keep public order and ensure public facilities and equipment of the dormitory are in good conditions. If the international students dormitory need to be accessed for work needs (for example, inspection and maintenance of air-conditioning, plumbing, and

fire-fighting facilities, etc.), the International College will inform the international students with emails in advance. Within the informed time period, staff will enter relevant rooms to conduct check and repair, regardless of the presence of students. In case of emergencies (such as fire, medical emergency), staff can enter the rooms without notifying international students. At least two staff members enter the rooms each time.

Article 28 The International Students Dormitory implements an infectious disease report system. All patients with infectious diseases specified in the "Law of the People's Republic of China on Prevention and Control of Infectious Diseases" should report to the dormitory administrators. International students living in the dormitory should timely report suspected patients of infectious diseases. Patients with infectious diseases, pathogen carriers and suspected infectious patients should obey medical guidance of the university hospital and cooperate with adjustments to their accommodation before they are cured or being cleared of suspicion.

Article 29 International students living in the dormitory should strictly abide by regulations such as university discipline and rules, dormitory management rules, accommodation agreements, and codes of conduct. Violators are subject to measures

specified in relevant university regulations to the extent of economic and legal liabilities.

Article 30 Anyone violating the above regulations will be punished in accordance with the following “Punishment for Violations”. Students in serious violation of regulations will be subject to disciplinary punishments and disqualified from accommodation with their accommodation payments not being refunded. In severe cases, they have to bear relevant economic and legal liabilities.

Chapter IV Punishment for Violations

Article 31 For international students violating regulations of the document, punishment includes criticism in a circulated notice and, in more severe cases, disqualifying students from accommodation. In cases of disciplinary violations, they are reported to the supervisory department that hands out disciplinary punishment, in accordance with the "Regulations by USTC on Disciplinary Punishment of Students" and other applicable regulations. If violations harm others' lawful rights and interests and cause public property losses, compensation should be made.

Article 32 International students with the following behaviors

are subject to criticism in a circulated notice and:

1. Violating rules on passport, visa, and accommodation registration with minor consequences
2. Violating fire safety rules prescribed in Article 14, or taking other actions causing safety hazards, which have not led to personal and property loss
3. Smoking in public areas of the buildings, littering cigarette ends, throwing objects out of the buildings, littering in the building, throwing sewage, spitting, raising animals, scribbling on walls and in corridors, dumping leftovers into the sewage system and causing blockage, not parking vehicles in designated locations, and other actions that damage the environment and affect people's normal life
4. Creating noise pollution, disrupting public order, and disturbing others' study and rest
5. Hanging, distributing, or posting publicity materials without approval
6. Unauthorized movement, disassembly and assembly of furniture and facilities, deliberate or negligent actions resulting in loss of public property, water and electricity resources
7. Using dormitory apartments and facilities for profit-making activities

8. Changing rooms without approval

9. Not keeping the rooms and facilities in the apartment clean and tidy

Article 33 International students with the following behaviors are disqualified from accommodation:

1. Engaging in illegal activities such as alcohol abuse, gambling, prostitution, drug abuse, drug trafficking, etc. during the stay in the apartment

2. Malicious or repeated violations of regulations on passport, visa, and accommodation registration, serious violations of national laws and regulations that constitute illegal residence

3. Violation of Article 14 fire safety rules, causing fire in the dormitory and serious damage to facilities, and personal and property losses

4. Lending keys to others, replicating keys, replacing the door locks or installing additional door locks without permission; transferring, renting out beds or offering rooms to others without permission

5. Remodeling apartments without permission, leading to damage of walls and change of the structure and function

6. Posting and hanging religious materials and religious signs in apartments, holding religious gatherings and other activities

7. Obstructing staff from performing official duties through evading, hiding, resisting, blocking and etc., refusing to cooperate with university adjustment on planning of the International Students Dormitory and checks on sanitation, discipline and safety
8. Refusing to pay relevant fees such as accommodation fees, water and electricity fees
9. Violating the visitor management regulation and allowing visitors to stay overnight
10. Other actions considered as serious violations by both the administrative department of International Students Dormitory and the International College

Article 34 Minor violations of the accommodation management regulations or the accommodation agreements are subject to criticism in a circulated notice, while major violations are subject to disqualification from accommodation. Those who have received circulated criticism twice are disqualified from accommodation. For students having been disqualified for accommodation, the International College will no longer accept their applications for accommodation on campus.

Article 35 Students disqualified from accommodation will receive written notice. If written notice cannot be sent, written

announcements will be posted in the dormitory. The students must move out of the apartments within five days of the written notices or announcements. If the students refuse to move out, dormitory administrators can prohibit them from entering the dormitory and appoint more than two staff members to clean up their personal belongings. The students disqualified from accommodation bear all potential losses. The International College will also report to the local police station to cancel their residence registration, and report to the Exit and Entry Administration to cancel residence permits or visas in China.

Chapter V Supplementary Provisions

Article 36 International students live in different apartment buildings on different campuses according to the arrangement of USTC. Each building may have its own management rules (or check-in instructions) developed according to specific conditions. International students should abide by the regulations of the document and management rules (or check-in instructions) of the building where they live.

Article 37 The International College is responsible for the interpretation of the document.

Article 38 The regulations take effect from the date of issuance.