

山东工商学院国际学生公寓管理办法

Management Measures for Dormitories of International Students of Shandong Technology and Business University

第一章总则

Chapter I General Provisions

第一条 国际学生公寓是国际学生日常生活与学习的重要场所，为促进国际学生公寓规范化、制度化，维护国际学生正常的学习、生活秩序，创建团结和谐、积极向上、安全卫生的生活环境，制定本办法。

Article I The Management Measures for Dormitories of International Students of Shandong Technology and Business University (hereinafter referred to as the Measures) is hereby formulated to promote the standardization and institutionalization of international student dormitories, maintain the normal learning and living order of international students, and create a harmonious, positive, safe and hygienic living environment as the international student dormitories are important places for international students to live and study.

第二条 国际学生公寓按照山东省教育厅制定的标准实施学生公寓标准化管理。

Article II Standardized management shall be carried out for international student dormitories in accordance with the standards formulated by Education Department of Shandong Province.

第三条 国际学生公寓按照学院学生相对集中的原则由后勤服务总公司学生公寓管理中心进行统一管理。

Article III The international student dormitories shall be managed by the Student Dormitory Management Center of the Logistics Service Corporation in accordance with the principle of relative concentration of college students.

第二章 公寓管理

Chapter II Dormitory Management

第四条 国际学生公寓属人群高密度聚集场所，必须高度重视安全消防工作，应严格执行下列条款：

Article IV The international student dormitories are high density gathering places for people, so we must attach great importance to the safety and fire control work. The following provisions shall be strictly implemented:

1、严禁堵塞、占用消防门、消防梯和消防通道。

1. It is strictly prohibited to block or occupy fire doors, fire stairs and

firefighting access.

2、公寓内依法配备消防器材和消防设施，任何人不得随意挪用、损坏。

2. The dormitories shall be equipped with fire control equipment and fire control facilities according to law, and no one is allowed to misappropriate or damage them at will.

3、严禁使用电热水棒等容易造成火灾危险的电器产品。

3. It is strictly prohibited to use immersion heaters and other electric products which may cause fire danger.

4、严禁将交流电器（如台灯、电扇、充电器、插线板板、随身听等）放在床上；遇公寓停电或离开寝室时，应关掉电源开关，拔掉所有电器插头，杜绝安全隐患。

4. It is strictly prohibited to place AC appliances(such as lamps, fans, chargers, patch boards, personal stereos, etc.) on the bed, if any dormitory is out of power or anyone leaves the dormitory, he/she shall turn off the power switch, unplug all electrical appliances, and eliminate safety hazards.

5、严禁在床上吸烟或乱扔烟头，严禁使用明火（如点蜡烛等）。

5. It is strictly prohibited to smoke on the bed or throw cigarette ends (such as lighting a candle, etc.) .

6、严禁使用或存放易燃易爆物品和有毒物品，如烟花爆竹、液化气罐、煤油炉、酒精炉、汽化炉等。

6. It is strictly prohibited to use or store inflammable and explosive goods and toxic goods, such as fireworks and firecrackers, liquefied gas storage tanks, kerosene stoves, alcohol stoves, and vaporizers.

7、严禁私拉乱接电源线（例如从卫生间、洗漱间、空调插座等接线），严禁私自改变或增加用电设施及增加用电负荷（如通过变压插座等方式改变电压负荷）。

7. It is strictly prohibited to connect power cords (for example, connecting power cords from toilets, washrooms, air conditioner sockets, etc.) or change or increase power facilities and load without permission(such as, changing the voltage load by means of a voltage transformation socket)

8、严禁聚众闹事、打架斗殴。严禁收存管制刀具、管制器械。

8. It is strictly prohibited to gather people to make trouble or fight. It is strictly prohibited to store controlled tools and equipment.

9、严禁攀爬阳台、门窗及从阳台翻入相邻寝室等行为。

9. It is strictly prohibited to climb balconies, doors and windows and turn over from a balcony into the adjacent dormitory.

10、严禁从学校寝室内向窗外扔砸酒瓶、燃烧物和其它有碍公共环境卫生的任何物

10. It is strictly prohibited to throw bottles, inflamers and any other articles that are harmful to public health from student dormitories.

11、严禁携带猫、狗等各类宠物进入公寓。

12. It is strictly prohibited to bring cats, dogs and any other kinds of pets

into the dormitories.

12、严禁留宿外来人员，严禁私自拆卸寝室家具、加装床位、更换门锁。

13. It is strictly prohibited to put up outside personnel for the night, or disassemble dormitory furniture, install beds and change locks.

13、国际学生应遵守中国的法律、法规及学校的规章制度和纪律。校内严禁传教及宗教聚会活动。

14. International students shall abide by Chinese laws, regulations and the rules, regulations and disciplines of the university. Missionary and religious activities are strictly prohibited in the campus.

14 、国际学生公寓管理人员、维修人员及有关部门工作人员在进行安全检查、卫生检查、公物维修或执行其它公务需进入寝室时，请同学们理解、支持并积极配合相关工作。

15. Please understand, support and actively cooperate in the related work when management personnel, maintenance personnel and related department staff of the international student dormitories need to enter the dormitories for security inspection, health inspection, public property maintenance or other official duties.

第五条 学生在公寓内应自觉遵守和维护公共秩序，按时就寝，做到：

Article V Students in the dormitories shall consciously observe and maintain the public order, go to bed on time, and do as follows:

1、不大声喧哗，不使用大功率音响。

1. Keep quiet, and do not use high power stereos.

2、不猜拳酗酒，不赌博。

2. Do not drink along with finger guessing game and gamble.

3、不随地吐痰，不乱扔垃圾，自觉保持室内清洁。

3. Do not spit or litter everywhere, but keep the dormitories clean.

4、自觉遵守和服从公寓登记制度，积极配合管理人员做好各类登记，如：会客登记、晚归登记等。

4. Consciously abide by and obey the dormitory registration system, actively cooperate with the management personnel to complete all kinds of registration, such as: visitor registration, registration for staying out late, etc.

5、不在公寓内进行任何经商活动和兼职活动（如送快递和外卖），不得在公寓内张贴或散发商业广告。

5. Do not do any business or part-time activities(such as express and food delivery), or post and distribute commercial advertisements in the dormitories.

6、不在寝室内和公共区域乱写、乱画、乱涂和乱刻。

6. Do not scribble in the dormitories or in any public area.

7、不随意调换、占用和出租床位。

7. Do not exchange, occupy or rent beds at will.

8、自行车一律存放在指定区域，不得进入公寓内或占用消防通道停放。

8. All bicycles shall be stored in designated areas and shall not be parked in the dormitories or firefighting access.

9、不在公寓公共阳台、防盗刺网、消防通道门把手上晾晒衣物。

9. Do not hang clothes on the dormitories' public balconies, theft proof nets, or firefighting access door handlebars.

10、不在公寓内或公寓周围围私拉乱接电瓶车。

10. Do not charge battery carts by connecting wires without permission in or around the dormitories.

11、不在寝室内刻意装饰；不私自 在寝室外墙上贴对联或其他装饰物；不将私人用品（如鞋子）放在寝室门口处。

11. Do not decorate the dormitories excessively, or paste couplets or other decorations on the outer wall of the dormitories, or leave personal belongings, such as shoes, at the dormitory doors.

12、不随意将开水瓶放置在走廊过道等公寓区域；不将花盆等物品放在阳台边沿处。

12. Do not place thermoses in the corridor or any other dormitory areas or put things like flowerpots of the edge of balcony.

第六条 凡因转专业、留降级、重修等原因需调整寝室的国际学生凭国际处调寝单进行调整。

Article VI All international students who need to adjust their dormitories due to the change of major, repetition and demotion, restudy, etc. shall adjust their dormitories with dormitory adjustment certificates from the International Office.

第七条 受到退学处理的国际学生须在通知之日起 5 日内结清各项住宿手续离开学生公寓，毕业生应在规定时间内办理离校事宜，不得滞留。

Article VII International students who have been expelled shall complete all accommodation procedures and leave their dormitories within 5 days upon the date of notification and graduates shall leave the university within the prescribed time without delay.

第八条 寝室内集体公物（冰箱、洗衣机、热水器、炉具、空调、电视机、充电卡等）由室内国际学生共同负责；个人领取的公物（棕垫、凳子、钥匙等）用品由个人负责。损坏公物要照价赔偿，集体使用的公物人为损坏，由责任人赔偿，找不到责任人的，同寝室成员共同分摊赔偿；故意损害的除照价赔偿外报相关单位处理。

Article VIII The collective property (refrigerators, washing machines, water heaters, stoves, air conditioners, televisions, charging cards, etc.) in the dormitories shall be the common responsibility of the international students, public property (coir mats, stools, keys, etc.) received by individuals shall be the responsibility of the individuals. Damages to public property shall be paid according to the price. If public property used collectively are damaged, the responsible person shall make compensation; if no responsible person is found, the compensation shall be shared by the dormitory members, any intentional damage shall be reported to the relevant units for treatment in addition to compensation according to the price.

第九条 学生寝室内的卫生应定期打扫，及时将垃圾进行分类出楼：将饮料瓶、书籍纸箱、废旧衣鞋、棉絮床单共因大类可回收垃圾投放到公寓内相应的回收篮，其它垃圾投放到公寓外分类垃圾桶。

Article IX The student dormitories shall be cleaned regularly and garbage sorted and taken out in time: four kinds of recyclable garbage, including beverage bottles, books and cartons and discarded clothes, shoes and cotton sheets, are put into the corresponding recycling basket in the dormitories while other garbage shall be dumped in classified dustbins outside the dormitories.

第十条 遮阳设备、晾衣架及电视天线等不能伸出楼字的外墙或阳台外, 安装这些设施时, 须向学生公寓管理中心提出书面申请, 获批准后方可安装。

Article X Shading equipment, laundry racks and television antennas shall not extend outside the outer walls or balconies of buildings, and a written application shall be submitted to the Student Dormitory Management Center for approval before the installation of these facilities.

第十一条提倡节约能掘, 学生公寓水电供应按学校相关文件规定执行。

Article XI It is advocated to save energy and the water and electricity supply of the student dormitories shall be subject to the relevant documents of the university.

第三章公共厨房管理

Chapter III Public Kitchen Management

第十二条 学生公寓国际学生集中住宿的区域设有公共厨房, 且只对国际学生开放。

Article XII There is a public kitchen in the centralized accommodation area of international students only for international students.

第十三条公共厨房 管理须知

Article XIII Guidelines for public kitchen management

1、开放时间, 每日7: 00-22:00 , 其它时间段禁止使用, 以免影响他人休息。

1. Opening hours: from 7 :00 am to 10:00 pm every day, it is prohibited to use it at other times to avoid disturbing others' rest.

2、国际学生使用完厨房后应将餐具、食料等全部带走, 做好厨房卫生, 及时清理个人物品和残留垃圾, 关闭电源, 锁好厨房门。不得存放任何个人工具、食品、原材料等, 以免影响他人使用。

2.Any international student shall,after using the kitchen, take away all the utensils and materials, clean the kitchen, clean up personal belongings and residual garbage in a timely manner, turn off the power and lock the kitchen door. Do not store any personal tools, food, raw materials, etc. to avoid affecting others' use.

3、使用电磁炉时人一直在场, 不得离开, 防止火灾, 公共厨房监控有记录, 发生安全事故要追究责任人的责任。

3. Whoever uses an induction cooker shall be always present and shall not leave to prevent fire hazards. The public kitchen is equipped with monitors to monitor and record, so in case of a safety accident, the responsible person shall be

investigated for responsibility.

4、国际学生应爱护厨房的水电设施，电磁炉等各项设施设备，并合理使用，不得擅自拆卸、改装、损坏或占为己用，不得将厨房设施设备带出公共厨房，违者照价赔偿。

4.International students shall take good care of the water and electricity facilities, induction cookers and other facilities and equipment in the kitchen and use them reasonably, and shall not disassemble, refit, damage or occupy for their own use without permission, or take kitchen facilities and equipment out of the public kitchen; any violator shall compensate according to the price.

5、公共厨房设施设备出现故障时，请及时到门卫室登记，以免影响使用。

5.In the event that the facilities and equipment of the public kitchen fail to work, please register in the Guard Room in a timely manner, so as not to affect the use.

6、厨房发生火灾时请及时断电、灭火、报警（6903510）。（注：请使用灭火器灭火）

6.In case of a fire in the kitchen, please cut off power, put out fire and alarm (6903510). (Note: please use a fire extinguisher)