

# **Implementation rules for service and management of International Student Apartments**

## **Chapter One General Principles**

1. According to the spirit of the “Regulations of the Ministry of Education, the Ministry of Foreign Affairs and the Ministry of Public Security No. 42, on Enrolling and Cultivating International Students Management Measures”, “Studying in China Program” and “the Statutes of Xi'an Jiaotong University”, the School of International Education formulates these Rules, which is based on the actual situation.

2. The International Student Apartments (hereinafter referred to as "apartments") refer to the buildings constructed at the Science and Technology Innovation Harbor in Western China to accommodate the international students. The apartments are numbered, positioned and managed according to the park - building - unit - dormitory –dorm room.

3. The occupants are all international students who are newly enrolled and registered in school and accommodated according to the university plan.

4. The university administration divides up the residential areas according to the principle of "unified allocation and intensive use". Choose first, live first; No choosing, no living.

5. All occupants shall read these rules and promise to abide by the rules and the regulations issued by the apartment management department. Those who violate these rules and the relevant regulations shall be punished.

## **Chapter Two Check in**

### **6. Application**

The School of International Education (hereinafter referred to briefly as the "School") formulates the scheme for the allocation of the freshman dormitory according to the enrollment list and students' living habits, and releases the information on the dormitory of the international students' apartments. Freshmen choose their own dormitories online within the specified time.

### **7. Payment**

a. The apartment is followed the rule of "paying first, and then accommodating". Before new students check in (before registration), they shall pay their accommodation fees according to the Standard for International Students' Accommodation Fees. Students who fail to pay the accommodation fees are not allowed to live in the

apartment.

b. Students who have already checked in are required to pay the accommodation fee of the next phase before the accommodation fee expires. For overdue students who have not paid their accommodation fee are required to pay a late fee of 5% according to the standard of daily accommodation fee. If the payment is overdue for one month, the school will take back the dormitory.

8. The apartments will not open in advance, and the occupants shall go to the service center of the park with their passports and admission notices to complete the formalities on time, and check in according to a certain dormitory number. After checking the indoor items, students shall sign "the letter of Commitment for International Student Accommodation of Xi'an Jiao tong University ". If students fail to check in for more than three days overdue, the college will take back their dormitories. It is strictly forbidden to rent or transfer the dormitory.

9. The occupant cannot force others to move out, but can apply for a dormitory exchanging. Applicants are required to fill in the Application Form for Exchange of International Students Apartments of Xi'an Jiaotong University. After being examined and approved by the relevant departments, the dormitory exchanging shall be carried out.

10. Due to the maintenance, accidents, or re-planning the accommodation area, occupants shall move to other dormitories cooperatively.

11. The vacant dormitories are under the unified management of the apartment management department. No one can refuse the students who have obtained permission to move in or occupy the dorm without authorization. The indoor public area is shared and maintained jointly by the occupants.

### **Chapter Three Check out**

12. Students who finish their studies by means of graduation, completion, suspension, dropout or transfer to other universities, or those who suspend their schooling because of the illness, fertility, entrepreneurship or military service or those who visit and study abroad for more than half a year must check out within 10 days after the approval of the School.

13. If the occupant check out halfway, he/she shall submit the "Check-Out Application", and handle the matters of checking out and refund after the approval of the School.

14. Check-out procedure shall follow the procedure announced by the School. After checking out, the occupant shall move his/her personal belongings out of the

apartment, vacate the room, clean up and return the key within 5 days. After the dormitory passes the check and acceptance with the approval of the apartment management department, the check-out procedure can be completed. If the dormitory hygiene inspection fails, the student shall bear the cleaning expenses.

For those who do not complete the check-out procedure within the time limit, or fail to return the key, the school will charge a late fee of three times according to the standard of daily accommodation fee, and maintain the dormitory to arrange other occupants.

15. Students who register for accommodation in apartments shall not live off campus without permission.

The students who have to live off campus for some reasons shall submit the Application Form of Accommodation off-campus for the International Students of Xi'an Jiaotong University; and sign an Agreement on Accommodation off-campus for the International Students of Xi'an Jiaotong University. After completing the check-out procedure with the approval of the School, students should do the Temporary Residence Record at the local police station within 24 hours after moving out.

#### **Chapter Four the Use of Water and electricity**

16. Occupants shall use water and electricity safely, save water and electricity resources, and develop the habit of "turning off the faucet and switching off power when leaving".

17. Using water and electricity follows the principle of "quota free, excess self-paying". The standard of water quota is 1.2 tons, and electricity quota is 11 kilowatt-hours per person per month. The excess part is purchased by the occupant, and the price is implemented according to the standard announced by the School. When occupants check out, the remaining parts of water and electricity will be refunded at the purchase price.

18. Electricity consumption in dormitory is measured separately, and the expense shall be on the individuals; the bathing water is used by a personal card.

19. It is strictly prohibited to pull electric wires or connect power sources in the apartment without permission; it is also strictly forbidden to pull the water pipe privately or connect the water source arbitrarily.

20. In order to protect the safety of students' lives and properties, it is strictly forbidden to use all kinds of appliances that may cause fire, electric shock, water seepage or other accidents. The specific list is announced by the Department of Logistics Support. Once found, the illegal appliances shall be confiscated.

## **Chapter Five the Code of Conduct**

21. No occupants shall act in violation of Chinese laws and regulations; No religious activities shall be allowed. Do not engage in activities that are contrary to public order and good customs.

22. Occupants shall live in harmony. Do not interfere with other's study and life by drinking, fighting, insulting others or talking loudly in the apartment.

23. Occupants shall maintain the security and stability of the apartment. Discontinue the behavior of climbing over doors and windows, roofs, railings, etc.; when finding any behavior that damages the safety and stability of the apartment, the occupant shall dissuade and stop such a violation and report to the management staff of the apartment as soon as possible. When finding criminal or public security cases, the occupant shall pay attention to protect the scene and report to the management of the apartment, the security department and the School as soon as possible.

24. Occupants shall abide by the regulations of the entrance guard control. Swiping cards are used for identification to prevent strangers from entering into the apartment when the occupants enter or leave; please keep the key and password of the apartment properly. If lost, the occupant shall inform the management department of the apartment as soon as possible. Do not replace or add door locks without permission. Anything that violates the rules will be dismantled.

25. Occupants shall comply with the regulations on fire control and safety management. It is strictly forbidden to dismantle or tamper with fire alarm devices, fire-fighting hoses, door closers and other fire-fighting facilities; It is also strictly prohibited to store flammable, explosive and hazardous chemicals in the apartment; Do not place personal belongings in public areas such as halls, corridors, passages, etc.; When potential fire risks, fire alarms and fire accidents are discovered, occupants shall call the police and evacuate in time.

26. Occupants shall observe the regulations and rules on visitors. The apartment is not allowed to accommodate others without the permission of the management department of the apartment.

27. Occupants shall protect public facilities such as buildings, equipment, furniture, sanitary wares, water meters, electricity meters, etc.; when discovering the leakage of water and electric or damage to facilities, occupants shall report to the management department of the apartment for repair in time.

28. Occupants shall keep the inside and outside of the apartment clean and create a beautiful home together. Occupants are responsible for the cleaning of the dormitory. The bedding and clothes shall be stacked neatly. The school things shall be in good

order; Bedding, clothing, shoes, socks and other items shall be changed frequently, and keep them clean, without any smell; The doors and windows shall be clean, without dust; The ground shall be clean, without garbage. The cleaning of public areas in the apartment should be shared by the occupants who live in. Weekly system of cleaning shall be established to keep the living room neat and tidy and keep the toilet clean and odorless. The garbage should be bagged and placed in the designated place on time.

29. Smoking is forbidden in the apartment; pets are not allowed to be kept. Once found, the pets must be disposed of by occupants within a week.

30 .Occupants and management staff of the apartment shall report infectious diseases to the school hospital and instructors immediately. Patients shall follow the medical guidance of the hospital and obey the accommodation adjustment.

31. The apartment is the property of the university. In order to protect the safety of occupants and abide by the Chinese national laws and all rules and regulations of the university, the relevant working staffs with certificates, according to regulations, have the right to enter the apartments and dormitories to do the inspections of safety, sanitation and discipline on the premise of respecting the privacy of occupants. The occupants shall be cooperative and to maintain the public order together.

### **Chapter Six the Apartment Culture**

32. for those who violate the above-mentioned regulations shall be criticized and polished according to the Disciplinary Punishment Act of International Students of Xi 'an Jiaotong University, if the violation is serious, the corresponding disciplinary punishment will be given;

Those who cause property damage or personal injury shall bear the costs of repair, replacement, medical treatment, compensation, etc.; those who are suspected of breaking the law must bear legal liability.

33. Strengthening the construction of apartment culture. The cultural construction activities of “developing and promoting the essence of traditional Chinese culture, and cultivating friendly people who know and love China” shall be organized, the occupants shall cherish the time and express gratitude to Alma Mater; the occupants shall practice strict economy and combat waste. The occupants shall treat people with unity and fraternity, the selfishness and extreme individualism shall be rejected. The occupants shall work together to create a civilized, clean and beautiful living environment, inherit the spirit of moving West, and build the apartment into an all-round educational carrier of morality, intelligence, physique, aesthetics and labor.

34. Instructors who work and stay in the students apartments shall be close to

education, management and service. The psychological counseling station is set up in the student apartment park, which is managed by the full-time teachers of university students mental health education and counseling center, and instructors shall actively assist in providing services of mental health education and counseling, relaxation, stress management and mental evaluation.

35. Establishing a system of liability for the head of dormitory and unit. The head of the dormitory shall be recommended by the occupants in the dorm or take turns. The head of the unit shall be arranged by the organization. The head of the dormitory and the head of the unit shall be recorded in the management department of the apartment. The head of the dormitory shall be responsible for the indoor safety, sanitation duties and the maintenance of public order and public facilities; the head of the unit shall be responsible for organizing the public service activities of the students in the unit, and maintaining the order of the unit, public facilities and so on. The head of dormitory and the head of unit shall set a good example to create a better living environment.

36. Occupants shall participate in voluntary labor and services, do some sanitary cleaning in public areas such as apartments, buildings, corridors, stairs, elevators, etc., and participate in activities such as beautifying the environment, planting trees and grass.

### **Chapter Seven Supplementary Articles**

37. The activities such as creating, evaluating and commending of "civilized demonstration dormitory" and "civilized demonstration unit" are launched in every school year.

Every year, the School evaluates the advanced individuals in electricity-saving and the advanced dormitories in water-saving, which will be commended and given awards to.

38. The School of International Education and the Ministry of Logistics Support shall be responsible for the interpretation of these rules. For issues not stipulated in these rules will be fixed.

39. The present rules shall be implemented from September 1, 2019.