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Relating to OEC Students' Dorm

关于学生宿舍

Please read this handbook very carefully. In order to apply for a room, you must sign and return the signed contract together with your deposit.

为了能够申请到宿舍，请仔细地阅读本手册，并且在最后的合同上签字，然后将签好的文件连同押金交还给海外公寓相关人员。

Please note upon acceptance by the University this is a legally binding contract and you will be required to remain in Halls until the end of your year/semester of study (please see 'C' 'Obligations of the Student').

请注意学校的接受条件，即上述合同是具有法律约束力的，学生必须按要求在学期（年）结束之前一直居住在学生宿舍。（请参考合同“C”项学生义务部分）

If you are unclear about your rights or any terms of this contract, please contact Residential Services.

如果你对自己的权利和合同的任何条款有不明白之处，你可以联系相关宿舍服务部门取得帮助。

RETURN ADDRESS:

301 Xuefu Rd., Zhenjiang, Jiangsu Province, P. R. of China Postal Code: 212013

Overseas Education College, Jiangsu University

回复地址：中国 江苏 镇江市学府路 301 号 江苏大学海外教育学院
邮政编码：212013

College Email: oecestudent@ujs.edu.cn

学院邮箱地址: oecestudent@ujs.edu.cn

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PARTICULARS

细 则

This Contract is made on the Date specified in the Particulars BETWEEN the University and the Student specified in the Particulars.

这份合同是本细则指定的学校与学生之间，于细则指定的日期签定的。

A DEFINITIONS AND INTERPRETATION

定义与解释

1. That Particulars form part of this Contract and in this Contract and its Schedules the following words are to be interpreted as listed:

该合同的详细规则和安排中的有关词语的解释如下：

‘Academic Year’: the Academic Year shall be defined as the commencement date of the first term/semester in each Academic Year of the course upon which the student is registered.

学年：即学生注册登记的每一个学年的第一个学期的开学日期

‘Accommodation Charge’: the residence charge stated in the Particulars including any administrative charge payable.

住宿收费：在细则中出现的住宿收费包括应支付的各项管理费

‘Campus’: either of Jiangsu University all campuses

校园：指任何一个江苏大学的校区

‘Common Parts’: the access ways, forecourts, car parks, landscaped areas, entrance halls, corridors, landings, kitchens and all other areas and the fixtures and fittings furniture and equipment in them which are provided by the JU for the common use by the occupiers of the Premises.

公用部分：进门道路、前院、停车场、观景处、进门大厅、走廊、

楼梯平台、厨房以及其它公共场所和由学校提供供居住者公共使用的设备和相应家具等。

‘Contract period’: means a period of 40 weeks including the Academic Year for which the University will provide a room.

合同期：指包括学年在内由学校提供住宿的 40 个星期

‘Deposit’: the deposit specified in the Particulars.

押金：指在细则中特指的押金

‘Facilities’: the facilities and services to be provided by the JU.

设备：指由学校提供的服务和设施

‘Inventory’: the Inventory relating to the Premises issued to the Student at the commencement of this Contract.

清单：在合同生效前发给学生与其居住场所有关的财产清单

‘Premises’: the Premises described in the Particulars including the Room and the Common Parts.

上述房屋：在细则中提到的主要指房间和公共部分的场所

‘Room’: the part of the premises for which the student has exclusive occupation.

房间：指活动场所中学生的私人空间

‘Regulations’: any regulations of the JU but in particular those for the general management and security of the Premises including the express regulations forming part of this Contract and any local Halls Policy applicable.

规章条例：指学校的所有规章，尤其是关于日常管理和公寓安全的条例，包括本合同所包含的解释条例和当地任何可适用的房屋管理政策。

‘Semester’: any period designated by the University as a period of study (or term) for the purpose of dividing the Academic year.

学期：由学校安排的将一个学年进行划分的一段学习时期。

‘Student’: the Persons named in the Particulars.

学生：在细则中提到的人

‘University’: the University of Jiangsu.

学校：江苏大学

2. A reference to any statutory provision includes any statutory amendment whenever arising.

适用于任何法定条款的参考，适用于任何可能出现的合法的修改。

3. The obligations of the Student extend to the Student’s visitors and the Student must use all reasonable endeavors to ensure that the Student’s visitors behave in a manner consistent with the terms of the Contract. Any breach of Regulations by a visitor will be treated as a breach by the Student host(s).

学生的义务和职责范围还扩展到他们的来访者，学生必须尽量保证他们的客人的行为符合合同的相关规定，任何来访者对校规的破坏由学生本人承担。

B DURATION AND LICENCE

期间和许可证

1. A license to occupy a room in Hall accommodation is, subject to the other clauses in this contract, allocated for the contract period. Students will be permitted to remain in residence for the period provided that fees are paid in accordance with the terms set out in this Contract.

服从本合同其它条款者，可在合同期内获得宿舍住宿的许可。学生只有按照合同的规定支付了住宿费，才允许居住在宿舍里。

2. STUDENTS WHO ACCEPT AN OFFER OF ACCOMMODATION ARE ENTERING INTO A CONTRACT FOR THE CONTRACT PERIOD AND WILL BE CHARGED ACCORDINGLY. THE STUDENT MAY NOT TERMINATE THE CONTRACT AT ANY TIME DURING THE CONTRACT PERIOD UNLESS THE STUDENT

HAS IRREVOCABLY WITHDRAWN FROM THE UNIVERSITY.

接受学校提供宿舍的学生在合同期内受到合同的约束，并且要按照合同支付住宿费。在合同期内，学生没有终止合同的权利，除非学生已经被勒令退学。

3. Students are required to vacate their rooms by noon on the day stated in this Contract. Any requests for extensions of residence should be made, in the first instance, to Residential Services.

按照合同的要求学生须在正午之前腾空自己的宿舍，对于任何形式的延期居住，学生必须第一时间通知住宿服务中心。

4. At any time during the contract period, after due notice and consultation, Students may be required to transfer to alternative hall accommodation. This might exceptionally be at another University Campus, (particularly for operational expediency).

在合同期的任何时候，在经过通知与磋商后，学生可能会被要求搬去其它宿舍。为方便运作，这些宿舍可能会在其他的校区。

C OBLIGATIONS OF THE STUDENT

学生的义务

1 DEPOSIT

押金

1.1 To pay the Deposit prior to the commencement of occupation or as other wise instructed by the University.

在入住宿舍之前支付押金或者按照学校要求的其它方式缴纳。

1.2 Not to make any deduction from the Accommodation Charge or the Deposit other than those specified on the invoice(s).

除了发票上有特殊注明，不能少缴纳任何住宿费或押金。

1.3 The Deposit is normally repayable on the expiry of this Contract. If the Student fails to take up occupation or breaches this contract, the University has the right to retain the Deposit money to offset the

University's costs in consequence. The University may also retain the whole or make deductions from the Deposit if the student withdraws or takes leave of absence, for damage to University property and/or facilities and/or costs associated with any breach of this Contract. If damage is caused or costs are incurred and it proves impracticable for the University to identify any one of the students as being responsible, then a proportionate charge will be made to all applicable Students of the Hall in question, whether or not they were, or could have been present when the damage took place or the costs incurred.

保证金在合同届满时是可以偿还的，如果学生违反了合同，那么学校有权利保留保证金用来抵消大学费用。另外，学生如果退学或缺课，或对与合同有关的学校财产、设施造成损失的，学校可以没收全部的或部分的押金。如果学校无法确认公共财产的损失是否由某个学生引起的，那么该问题适用于该栋宿舍楼的全体学生，无论他们是否真的参与，事情发生时是否在场，他们都得对损失进行赔偿。

1.4 If any deductions referred to in 1.3 above exceed the amount of deposit of a Student, a supplementary invoice for the balance of the costs will be raised. Failure to pay shall be a breach of the University Bye Law no.4 and may give rise to the withdrawal of all tuition, accommodation and other services provided by the University.

如果在 1.3 条款中提到的罚款超过了保证金的金额，那么学生要补足发票上规定的罚款。拒绝支付赔款将违反本校法规的第四条，会导致学校收回由学校提供的学习、住宿和其它服务。

2 ACCOMMODATION CHARGES

住宿费

2.1 Accommodation charges are payable in accordance with the payment date which is specified on the invoice.

学生根据发票上的日期支付住宿费。

2.2 No reduction in the Accommodation Charge will be allowed for periods of absence unless the University, in its discretion considers the circumstances for absence to be exceptional and for which confirmation by the Department of Studies is required.

学生不居住在学校提供的宿舍其住宿费不能够减免，除非学校留学生管理部门证明其不居住在学校宿舍的情况是合理的且可以作为特殊情况处理。

3 CARE OF THE PREMISES AND COMMON PARTS

爱护宿舍和公共财物

3.1 To keep the premises in a clean and tidy condition and to leave the Premises in the same condition as is recorded in the Inventory provided.

保持宿舍的干净和整洁，保证学成离校时宿舍里的物品和财产清单上一致。

3.2 Not to remove any fixtures, fittings, furniture or equipment from the Premises or to change or damage the decorative finish.

不要随意将宿舍内的固定物品设施，如家具设备等搬出，或者改变和破坏其表面。

3.3 Promptly report any breakage to Campus Administration or Residential Services. To pay the University the cost of repairing any damage to the Premises or Common Parts a fair or a reasonable proportion of such cost if the perpetrator(s) of such loss, breakage or damage cannot be identified (fair wear and tear excepted).

尽快将物品的破损情况报告到学校的宿舍管理中心。支付宿舍里或公共场所遭损的财物的全部或部分（如果学校不能够确定破坏者的身份）修理费。（公共财物的正常磨损不包括在内）

3.4 Not to store bicycles or personal items in communal areas or corridors.

不要将自行车或私人物品摆放在公共场所或走廊里。

3.5 Not to have cut or allow anyone else to have cut a duplicate key(s) or card to the premises or the room allocated. Lost or stolen keys or room card should be paid for.

不要允许其他人随意配备宿舍的钥匙和房卡。学生须赔偿已丢失或被偷的宿舍钥匙和房卡。

4 CLEANING

清洁

4.1 Students are expected to clean their own bedrooms and kitchens. It is the responsibility of all students on a corridor to decide how and by whom the kitchen cleaning should take place. Kitchens and bedrooms will be inspected on a weekly basis and a deduction of the deposit or an additional charge may be made if cleaning is found to be inadequate and is subsequently carried out by a member of the University's cleaning staff.

宿舍和厨房的卫生由学生自己负责。学生有责任自己商量、安排和决定走廊、厨房的打扫方式和人员。每个星期学校会安排清洁人员对学生的宿舍和厨房进行例行检查，如果被发现打扫不到位，学校会扣除学生部分住宿押金，若由学校指派清洁工打扫则学生须支付有关清洁费用。

5 REFUSE

垃圾

5.1 Students are required to use the refuse facilities provided. Students who are found to causing litter may be subject to exclusion from halls and may be referred for disciplinary action under the Student Disciplinary Procedures. Students are required to remove refuse from their study bedroom and kitchens as appropriate and dispose of it in the bins provided.

学生必须使用由学校提供的垃圾处理设备。乱丢垃圾的学生有可能被逐出宿舍或被认定为触犯学校的纪律。学生应该及时清理自己的卧室和厨房里的垃圾，并放置到学校提供的垃圾桶里。

6 INVENTORIES

物品清单

6.1 To check the Inventory at the start of the Period of Residence and to notify Campus Administration or Residential Services of any discrepancies within 2 days of taking up occupation.

在住宿期的开始时，学生应该首先检查物品清单，如果发现清单与实际不相符合，必须在两天内将情况报告给学校住宿管理部门。

6.2 Not to damage or remove any items on the Inventory and at the end of the Period of Residence to leave all items specified on the inventory at the Premises.

不能随意搬动或破坏清单上的物品，并且保证在住宿期满时宿舍财物仍与清单上所列一致。

7 LOCAL DOMESTIC ARRANGEMENTS

宿舍内具体安排

7.1 Each Hall has its own domestic arrangements. Details of these can be provided by Campus Administration or Residential Services.

每一栋宿舍都有自己内部的规定。学生可以去留学生管理部门或住宿管理部门了解详情。

8 NOTICES

注意事项

8.1 When putting up posters, advertising flyers, notices or similar material etc onto bedroom walls, not to use adhesive tape, glue, pins, tacks or any other fixing material likely to cause damage to wall finishes. To comply with Fire Safety Regulations, posters, leaflets or similar materials are not allowed in corridors.

不要使用胶条、胶水、大头钉等固定物把海报、广告传单、通知单等类似的材料张贴在卧室的墙上，以免对墙壁造成损坏。同时，宿舍走廊墙壁也不允许粘贴海报、传单等。必须遵守消防安全条例。

9 BEHAVIOUR AND NOISE

行为与噪音

9.1 Not to act in a manner which infringes any criminal law or University policies on good conduct, equal opportunities, harassment, offensive weapons or drugs or in any other manner which is likely to bring the Student or the University into disrepute.

禁止任何触犯法律或违背学校指导方针的行为，同样，任何形式的破坏性、攻击性武器或吸毒等行为会给学生和学校的名誉造成破坏。

9.2 Not to cause other occupiers of the Premises or adjacent buildings, or any other person any injury, disturbance, distress annoyance, inconvenience or damage to their property.

不要给宿舍楼或临近楼的居民及任何其他人带来伤害、干扰、忧烦、不方便或财产损失。

9.3 Not to cause any excessive or unnecessary noise in the Premises and not to play any radio, television or other equipment at a level this might annoy other Students in the Premises or others in the vicinity.

禁止产生过度或不必要的噪音，禁止将房间里的广播、电视或其他音响设备的声音调得过高，以免给宿舍楼里的其他同学或附近楼的居民带来噪音。

9.4 A failure to respond to the reasonable requests of University staff or Residential Services to reduce noise levels, or regular and repeated request of such a nature shall be referred to the Campus Manager. This may result in the transfer to alternative accommodation and/or the referral of the matter for action under the University's Student Disciplinary Procedure.

留学生管理部门负责人将会找拒绝减少噪音或者经工作人员多次劝告仍未改正的学生谈话，并将相关情况上报校方。学校会把这些学生安排到其它宿舍，并会按学生纪律守则对其进行处分。

9.5 Not to park e-bike on Campus except when permitted in the designated student parking areas and not to invite or allow any visitor so to park.(University Car Parking Regulations apply to designated parking areas and a policy of wheel clamping vehicles parked in breach of these regulations is in force). A parking permit must be obtained on certain Campuses.

除了指定的学生停车区域内，禁止把自己的电动车停在学校。同时也不允许学生来访者将车随意停在校区。(学校停车规定适用于指定的停车区域和锁好的车辆)。在不同校区停车时必须获得相应的停车许可证。

9.6 To comply with all traffic control measures and to register any vehicle referred to above to be kept on Campus with the University.

遵守学校的交通管制措施并且对上述要停放在学校的车辆进行登记。

9.7 Not to repair vehicles on Campus except in an emergency.

除了紧急情况以外，禁止在校园内修理车辆。

9.8 Not to keep any domestic or other animal, mammal, reptile or insect at the Premises or elsewhere on Campus.

禁止在宿舍内或学校其他地方喂养哺乳动物、爬行类动物或者昆虫等。

9.9 To exercise proper care when using any equipment on Campus.

在校园内使用各种设备时要当心，以免损害。

9.10 Not to do anything which would cause the University's insurers to increase the premium or withhold any payment of claim.

不要做任何会导致学校投保的保险公司提高保险费用或者拒绝支付保险金的行为。

9.11 Any ball game and noisy or reckless activities or any form of horseplay whether inside the building or in areas immediately surrounding

halls and buildings will not be tolerated and may give rise to the withdrawal of facilities from those responsible and / or disciplinary actions.

不管是在宿舍内还是宿舍周围，任何球赛、喧闹和不计后果的行为，或者任何形式的争吵都是不允许的，一旦出现，学校将没收活动的相关物品或采取其他纪律处分。

10 VISITORS

来访者

10.1 There is no general right of access for members of the public to the Premises.

未在宿舍内居住的人，一般情况下不允许进入宿舍楼。

10.2 Although visitors to Students are welcome, they are required to comply with the terms of this Contract and show consideration to all members of the Students community.

学校允许学生接见自己的客人，但是要求来访者必须遵守合同的相关规定并且考虑所有其他学生的利益。

10.3 The student host is responsible and accountable for the behavior of their guests and for any charges, which may result from damage to University property and facilities caused by those guests.

被访学生对其客人的行为负责，并且承担由其客人所造成的学校公共财物损害的赔偿。

10.4 Visitors must leave halls if asked to do so by a member of University staff.

当学校管理人员要求来访者离开时，来访者必须离开宿舍。

10.5 Students are asked to notify University staff immediately of the presence of any uninvited persons including hawkers or any person behaving suspiciously.

一旦发现有未受学生邀请的人，包括小商贩或者其它行为可疑之

人出现在宿舍楼里，学生应当立即通知宿舍管理人员。

10.6 Students of overnight guests must have first sought permission to stay overnight from Overseas Education College and the Campus Administration or Residential Services and must register with them in case of fire evacuation.

来访者如果要在宿舍留宿，其必须从海外教育学院和公寓管理部门获取同意其留宿的许可证明，同时进行住宿登记，以防火灾发生时便于撤离。

10.7 If a student wishes to hold a social gathering, permission must first be sought from OEC and such permission will not unreasonably be withheld provided that sufficient advance notice is given and facilities are suitable and available.

学生如果想举行一次聚会，他首先应该得到留学生管理负责人的许可。如果提前向学校的相关部门申请并且活动场地和设施齐全的话，学生的活动许可一般不会遭到学校的拒绝。

10.8 At social gatherings the host Student and his/her guests should consider the needs of the other students and noise levels must not cause nuisance, particularly when persons are entering or leaving buildings or rooms.

举办聚会的学生以及他（她）的客人应当充分考虑到其他学生的利益，严格控制噪音的高低，尤其是在进出宿舍的时候。

11 TELEVISION LICENCES

电视许可证

11.1 Students just can watch TV which obtains their own licenses in accordance with Zhenjiang policy of Jiangsu province in China.

按照中国江苏省镇江市的法规，学生只能收看获得相应许可证的电视节目。

11.2 The University's television license does NOT cover students use

in their rooms.

学校的电视许可并未覆盖到所有学生宿舍。

12 ASSIGNMENTS AND SUB-LETTING

出租和转让

12.1 Not at any time to sub-let, share or part with possession of the Premises.

任何时候学生都禁止转让和出租宿舍内的由学校提供的财产物资。

13 LEGISLATION REGULATIONS AND HALLS POLICY

法律规定和宿舍制度

13.1 To comply in all aspects with all relevant regulations issued by the University and with all legislation and By-Laws.

遵守学校颁布的相关规章和条例。

13.2 After consultation with Students and other appropriate persons, the University may issue house rules, guidance, instruction or regulation specific to the Premises or the campus from time to time, which shall be incorporated into this Contract. Students shall have a right to consult with the Residential Services to represent their interests on any matters regarding accommodation in University Premises.

在征求学生以及其他相关人员的意见后，学校会适时颁布详细的学校规章制度以及住宿守则和指导条例，并且将其整合到该合同中。学生有权基于自己的利益就住宿问题向公寓管理部门咨询。

14 SERVICES

服务

14.1 Not to exceed the total load capacity of the electric sockets in the Premises.

学生的用电负荷不能超过宿舍总的电力承载能力。

14.2 Not to interfere with any electrical, plumbing or

telecommunications installation in the Premises.

禁止随意损害宿舍里的电路、管道或者电信设施。

14.3 Not to use any electrical for heating, cooking, washing or drying, other than those proved by the University.

除学校提供的设备外，学生不能随意使用其它电器取暖、煮饭、洗衣服或者进行烘干。

14.4 To ensure that any other appliances used by the students belong to the relevant standards of safety.

学生保证所使用的设备符合相关的安全要求和标准

14.5 Not to erect or install any outdoor aerial/dish.

禁止安装室外天线。

14.6 Not to cause blockage or pollution to any drains.

禁止任何导致排水管道堵塞或污染的行为。

15 EXPENSES IN CONNECTION WITH ARREARS

欠费

15.1 To pay all expenses and fees (*including legal and bailiff's fees) incurred by the University in collecting arrears.

应支付全校全部费用。

16 INDEMNITIES

赔偿金

16.1 To indemnify the University against all loss or damage suffered as a result of any breach by the Student of the Student's obligations in this Contract.

学生必须赔偿由于其违反合同或学生守则而给学校带来的损失。

17 FIRE SAFETIES

消防安全

17.1 Details of the Fire Regulations are posted the Premises. Students MUST acquaint themselves with these details, noting the location of fire

exists and the Procedure for Safe Evacuation of the Premises.

有关防火的细则都已经在宿舍贴出。学生必须仔细阅读这些条例，了解哪些地方是火灾易发区以及火灾发生时的安全撤退步骤。

17.2 For the safety of Students, fire drills will be held from time to time without warning and on such occasions, Students must vacate the Premises.

为了保证学生的安全，在没有事先通知学生的情况下，学校会不定时的进行消防演习，在这种情况下学生要及时从宿舍里撤出来。

17.3 Willful refusal to respond to a fire alarm may constitute a criminal offence and is a breach of this Contract and a University disciplinary matter, which may result in exclusion from the Premises (without refund of charge or deposit) and/or the withdrawal of other University Facilities in accordance with the regulation governing students disciplinary.

学生如对火灾警报置之不理是违反学校制度和合同的。按照学生纪律守则，学生有可能被强制搬出宿舍（不退所收费用与保证金）或者收回学校提供的有关服务设施。

17.4 It is a criminal offence and a University disciplinary offence to misuse the fire alarm system or firefighting equipment and such misuse may result in exclusion from the Hall and/or may result in other University Disciplinary action, including suspension or exclusion from the University.

非法乱用消防警铃或消防器材违反了学校制度，严重的还可能构成刑事犯罪，违纪学生会被要求搬出宿舍和学校其它场所，甚至留校察看，或被学校勒令退学。

17.5 Where fire prevention equipment or installations are damaged or misused , Students may be charged for repair or replacement .**IT IS A CRIMINAL OFFENCE TO ACTUATE A FIRE ALARM WITHOUT SUFFICIENT CAUSE.**

学生如果损害或滥用宿舍里的消防器材和设备的话，必须要支付维修费。在没有充分的理由情况下就随意开动消防器材是违法的。

17.6 Students are reminded that the contents of fire extinguishers can cause injury if discharged at a person and such action would be regarded as a disciplinary matter.

对着人喷放灭火器里的物质会对人造成伤害，这种行为也属违纪行为。

17.7 Students must report any failure of any equipment provided for use in the Premises or losses or damage to equipment, especially where it is suspected that such equipment may have been tampered with.

如果发现宿舍里原有的一些器材和设备不能使用或者丢失，尤其是被人改动过时，学生应该及时将情况报告给学校管理部门。

17.8 All fire doors, including kitchen /amenity room doors should be kept closed and under no circumstance wedged open. Fire escape routes, especially stairways and corridors must at all times be kept free from obstruction.

厨房以及其它配备与火相关设施的房间的门应该保持关闭。火灾撤离通道，尤其是楼梯和走廊应该时刻畅通无阻。

17.9 The use of supplementary heating appliances of any kind in the Premises is prohibited.

不允许在宿舍使用任何的辅助加热装置。

17.10 No work or assignments involving the use of naked flames and flammable or explosive materials may be undertaken in the Premises or study bedrooms. Flammable or explosive materials such as fuel oil, gases or compressed air cylinders must not be brought into the Premises. The use of candles, tea-lights or other naked flame devices including incense sticks is also prohibited.

不允许在宿舍里从事与明火或与易燃物、爆炸性物质相关的工作

或作业。燃料、石油、天然气或液化气等易燃易爆物是不允许带进宿舍的。同时，宿舍里也不许使用蜡烛、油灯以及其它明火如香烟等。

17.11 Cooking of any kind must not be carried out in any part of the Premises, other than in the Kitchen /amenity rooms and then only on equipment provided by the University.

只能用由学校提供的烹饪工具在厨房和其他有专门烹饪设施的地方烹饪，其余地方禁止烹饪。

18 INCIDENTS, ACCIDENTS AND INJURY

意外事故与伤害

18.1 To report any accident or injury to Campus Administration or Residential Services as soon as possible after it occurs and in any event not more than 24-hours after the incidents or accidents.

在意外事故发生后，务必在 24 小时内将事故报告给学校管理部门或宿舍服务部门。

18.2 If requested by the University, to complete an incident or accident form and return it to the University.

如果要求填写意外事故表格，请学生在填完后将其交给学校的相关部门。

18.3 In the event of illness or incapacity exceeding two days, Students **are required** to notify Campus Staff and their course tutor.

一旦生病或卧病在床两天以上时，学生必须将该情况反映给学校工作人员和他们的任课老师。

18.4 The University reserves the right to insist that Students who are or who appear to be ill are seen by a medical practitioner, and for the named emergency contact to be informed.

学校有建议生病或有疾病相关症状的学生到执业医师处就诊的权利，并有对指定的紧急事件的知情权。

19 WEAPONS

武器

19.1 Dangerous or offensive weapons shall not be brought into the Premises and any breach of this condition shall be dealt with under the Student Disciplinary Procedure which may result in exclusion from the Premises and from all University facilities.

学生不准在宿舍私藏危险性或进攻性的武器，一经发现，学校将会按照学生纪律守则的规定对违反者进行开除学籍处理，并禁止其出现在宿舍和学校的所有公共场所。

20 STORAGE

物品储存

20.1 Students are expected to use the refrigerators and other food storage facilities provided by university. University staff will remove items that are not stored in the proper manner e.g. hung from doors or windows or placed on windowsills or in corridors to comply with Health & Safety Regulations by University staff.

请学生将食品放到冰箱或者其他储存柜里，对于随意挂在门上或窗，或摆在窗台上和走廊中的食物，学校员工将按照食品安全与卫生的规定收走。

21 FURNITURE AND FITTINGS

家具和设备

21.1 Students must not remove any part of the furniture, fittings or equipment provided by the University from their bedroom or other area in the Premises, and must not unscrew fittings (i.e. drawers, desks, wardrobes etc.) to move to another room. In addition, no bolts, tacks screws, pins or other like objects shall be driven into walls, doors or other parts of the Premises, other than the notice boards. The university shall either invoice students for damage to the premise, including fixable fittings therein or

deduct the cost of such damage from the deposit/money.

学生不允许将宿舍原来的家具设备等随意搬出来，也不允许将房间里的固定装置(如抽屉、书桌、衣柜等)拆下来移到其他房间。另外也不允许在宿舍墙壁及门窗等处乱帖乱钉（除了公告栏以外）。如果上述情况出现，学校将会要求学生进行赔偿或者直接从他们的保证金里面扣除。

22 CAMPUS SECURITIES

校园安全

22.1 Students must comply with Campus arrangements for the security of external doors and windows.

必须遵守学校关于外部门窗等设施的安全管理安排。

22.2 All roofs and canopies are strictly out of bounds.

禁止学生到楼顶或天台。

23 UNIVERSITY'S RIGHT OF ENTRY

学校工作人员进入宿舍的规定

23.1 To allow the University to enter to clean, repair, or examine the Premises. Staff on authorized University business have the right of access to all parts of the Premises at all times, including access to study bedrooms. Staff will exercise discretion and courtesy toward Students and will provide advance notice for the need for access to study bedrooms except in emergencies. In addition to the foregoing general provision and in the interests of the health, safety and welfare of Students, a regular inspection of all rooms will take place.

允许学校的有关工作人员对宿舍进行打扫、修理和检查。经过学校授权的工作人员可以随时进入宿舍，包括卧室。工作人员会在进入宿舍时应牢记职责，热情礼貌，除了紧急情况外，应提前通知学生。除了以上提到的规定外，为了保证学生的安全、健康和利益，学校会对所有的房间进行例行检查。

23.2 Should any breach of this agreement occur, authorized staff may take any immediate action deemed necessary for the safety and well-being of the Premises and Students including the re-location of a student to another room or to other premises.

如果有违反宿舍管理规定的情况出现，为了保证学生的安全，被授权的员工有权采取紧急措施，将学生转移到其他宿舍楼或其他房间。

23.3 The University reserves the right to confiscate or dispose of or retain until the Student has vacated the Premises (without any liability attaching to the University) any article or thing which in the reasonable opinion of the University should not be kept or used within the Premises.

在学生搬出宿舍后（学校不再承担义务和责任），学校若在宿舍发现了不被允许在宿舍使用的物品后，有权没收和处置这些物品。

海外公寓管理规定附件

Appendix of the Regulations of Overseas Apartment

1. 持外国护照并在我校注册的来华留学生，经海外教育学院同意，可在海外公寓住宿。

The overseas students, who are holding foreign passports and have registered in Jiangsu University(JU), are arranged to get accommodation in Overseas Apartment(OA) by Overseas Education College(OEC).

2. 外国留学生办理入住手续时，必须提供合法，有效的护照和签证（或者中国政府认可的其他旅行证件，下同），并依照《中华人民共和国出境入境管理法》《中华人民共和国外国人入境出境管理条例》，通过海外教育平台办理住宿登记，并于 24 小时内登记报关。

Foreign students should provide legal, valid passport and visa(or Chinese government approved other travel documents), and in accordance with the Exit and Entry Administration Law of the People's Republic of China and Regulations of the Peoples' Republic of China on Administration of the Entry and the Exit of Foreigners, to register at the Overseas Apartment reception table.

3. 遵守学校的作息制度，在学习和休息时间内保持宿舍安静，不得在楼栋公共区域，寝室开晚会，不能再宿舍楼里大声喧哗，告诉播放音响或饲养家禽及宠物等。

Students are required to abide by work and rest regime formulated by JU, and to keep quiet in the dormitory during study and rest time. Do not have a party in the public place or dormitory, do not make too much noise, play audio loudly or raise domestic animals such as poultry, pets, etc. in the dormitory building.

4. 请按时回寝室就寝，公寓大门关闭时间为：星期日~星期四：

23:00, 星期五~星期六: 23:30, 如遇特殊情况晚归者需持个人证件及合理证明(返程票等)。

The closing time of OA is 23:00 for each Sunday to Thursday, and 23:30 for each Friday and Saturday, please go back to the department on time. People who stay out late with an exception case must hold one's student card, certification provided by OEC or a reasonable proof for returning late(e.g. return tickets).

5. 宿舍用电为预付费制度, 请关注自己的校园一卡通, 及时支付相关费用。

The power is prepaid with your campus card. Please check your campus card as often as possible in case of any situation.

6. 请来访者出示证件并履行登记手续, 不得擅自闯入海外公寓, 来访时间限定为 1 小时, 如访问者在规定时间内未离开, 海外公寓值班人员有权终止访问者的访问资格, 要求其终止访问, 离开海外公寓。

Visitors cannot visit the Overseas Apartment without showing their credentials or registering. If visitors exceed the visiting time limit (one hour), the administrator of the Overseas Apartment has the right to stop the visit and ask the visitors to leave.

7. 任何人不得擅自海外公寓留宿外来人员, 严禁留宿异性。外国来宾如需住宿, 需获得国际处或海外教育学院许可, 持有效证件办理相关入住手续, 其费用自理。

Don't put up outsiders for the night without authorization, especially friends of opposite sex. Foreign visitors can stay in the Overseas Apartment only if International Office or OEC permits, then visitors may check in with their valid papers and pay for themselves.

8. 留学生不得私自更换房间, 不得将门卡交给他人, 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共设施; 不得自行油刷室内外墙壁; 不得私自增添大件家具设备, 占用他人的生活空间。

Without permission, foreign students can't exchange rooms with each

other, give one's own room cards to others, change the room's furniture or possess other person's furniture; foreign students should keep the room's public facilities intact; don't paint the wall both outside and inside; don't buy extra large furniture or equipment to preoccupy others' room space.

9. 晾晒衣物只允许在自己房间或公共晾晒间，禁止在公共区域晾晒或摆放私人物品，否则视无主处理。

Don't hang out clothes or put other things beside the place of one's own room or public air-room. If not, thing would be cleared away as dereliction.

10. 注意个人和公共卫生，保持宿舍的整齐清洁，果皮，纸屑，烟头等生活垃圾或杂物必须放入垃圾桶，严禁往宿舍楼外扔酒瓶等杂物。

Please pay attention to personal and public hygiene and keep one's dormitory tidy. Don't throw out any consumer waste and other rubbish through windows, but to throw in the dump.

11. 禁止在海外公寓（包括公共区域，宿舍）饮酒，吸烟和打球。

Don't drink, smoke or play balls in the Overseas Apartment (including public place and dormitory).

12. 在公共加热间使用各类电器应注意安全，严格遵循《厨房使用注意事项》。如因使用不慎，造成伤害，后果自负，并赔偿经济损失。

Abide by Notice of Using the Kitchen sternly and pay attention to using electrical equipments in the heating room safely. People whose faulty operation is the cause of accidents must compensate for economic losses and suffer the consequences.

13. 宿舍内的电线线路设备发生故障时，应及时向值班人员报告，由学校派专人维修，不得自行改变，修理设备线路；严禁私自拉电线，严禁在房间内使用电炉，电热毯，电熨斗，热得快等电器产品及其他无‘国家强制性产品认证标识’的地列插座，电器。雷雨期间不要使用各种电器产品，应关闭电源，拔下天线，插头。违反使用电器规定造成火灾事故，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。

One should inform the person on duty in time when the dormitory electric wires have malfunction. The school will appoint electricians to repair, so don't change or repair them privately. Don't use the high-power electrical equipments such as electric coven, electric blanket, electric iron, simple electric water-boiling heater and so on in dormitory; don't use receptacle and electrical equipments of poor quality. One should turn off the electrical power when meet thunderstorm. If someone causes the fire by violating the rules of using electrical equipments, one must compensate for economic losses. The person suffering serious consequence would be punished by university, even be prosecuted for one's criminal liability.

14. 严禁在宿舍内外燃放烟花鞭炮，严禁在室内存放易燃易爆物品及使用明火，严禁携带管制刀具或毒品等违禁物品进入公寓，违反规定者，除赔偿所造成的一切损失外，还将追究法律责任。

Don't set off the firecracker both in and out of the Overseas Apartment; don't store any flammable or explosive goods; don't with fire with flame; don't bring forbidden objects to apartment such as drug, dragger. People who break the rule should be prosecuted for one's criminal liability besides compensating for economic losses.

15. 自行车及电动车一律进入车库，不得放在公寓门口及附近妨碍消防公用通道，违者后果自负。

All the bicycles and electrically operated motor cars should be parked into garage. Don't park in the front of the apartment's gate or nearby roads, if not, suffer the consequences.

16. 中国女生不允许进入宿舍区，因事访问外教只可在公寓前厅进行；勤工助学女生如因工作需要进入宿舍区，需主动向公寓值班室提出申请，然后由物业工作人员陪同前往。

Chinese girls are not permitted to enter the apartment and their visiting to foreign teachers would only be allowed to meet in the lobby.

Work-study girls must apply to the person on duty if they really want to enter the apartment, then going with accompaniment of the staff of property management.

17. 退房前须将房卡，电话，交换器以及多用插线板一起打包交由物管保管，到下学期报到时再到值班室申领。

When leaving school for vacation (including summer and winter vacation), please pack the room card, telephone, switchboard and multiuse outlet and submit them to the property management before check-out. When coming back next term, please go to duty room to bring them back after registration.

18. 假期（包括暑假，寒假）需保管行李者，不能把行李放在自己房间，要集中放在指定的储藏室保存。

When leaving school for vacation (including summer and winter vacation), people who want safe-keeping should put their luggage in the appointed store room.

19. 海外公寓物业管理中心是该规定的执行机构，入住海外公寓的人员必须尊重并服从海外公寓物业管理者，对该规定的执行有疑问者可书面向海外公寓管理中心提出，由海外公寓物业管理中心与海外教育学院联系解决。

People who accommodate in the Overseas Apartment should respect and obey the Overseas Apartment property administrators' management. Any questions to the regulations may be posted to the Overseas Apartment property administration literarily. The Overseas Apartment property administrators will contact with OEC to deal with them.

20. 此规定作为《江苏大学留学生公寓住宿手册》的补充条款，自公布之日起生效，凡入住海外公寓的人员均应遵循此规定。

As the supplement items of *Accommodation Handbook of Foreign Students*, the regulations will be carries out from the day it is proclaimed.