

**Regulations of Shenzhen Institute of Advanced Technology,
Chinese Academy of Sciences on the Management of Student
Apartments**

Chapter 1 General

Article 1 Student apartment is a public place for students to live, study and rest, and an important window to reflect students' spiritual outlook. In order to standardize the management of student apartments in university, maintain the normal order of study and life in apartments, and create a good learning and living environment, according to relevant documents such as the *Provisions on the Administration of Students in Regular Institutions of Higher Education*, *Code of Conduct for Higher Educational Institutions*, and the *Work Guidelines for the Management of Student Apartments in Higher Education Institutions issued by the Department of Education of Guangdong Province*, issued by the Ministry of Education, combined with the actual situation of university, these Measures are hereby formulated.

Article 2 These Regulations are applicable to all kinds of students studying in university, including students with university's status and students jointly trained with other colleges (hereinafter referred to as students).

Chapter 2 Accommodation Management

Article 3 Students must consciously abide by national laws and regulations and civic ethics, consciously abide by university's management system, cooperate with and obey the management of university and apartment managers, and maintain the normal order of student apartments.

Article 4 Student apartments are subject to the application system. In principle, students must live in student apartments during the normal semester, except for overseas visits, internships or violations of discipline that affect public health.

Article 5 Students must be approved by the training department and the Students' Affairs Division, and then go to the apartment management department for

check-in. The student's apartment area is allocated by the training department. Students should be accommodated according to the designated room and bed number, and should not be adjusted without authorization.

Article 6 When checking in, students and apartment managers check and accept the equipment and facilities in the room together, and confirm the check-in after checking. When checking in, they must sign the *Notice of Apartment Check-in*, understand the management system documents of student apartments, and clarify their rights, responsibilities and obligations.

Article 7 During the period of study in university, where a student does not live in a student apartment due to special reasons such as illness, teaching practice and living at home, the student himself or herself shall fill in the *Application Form for Accommodation Outside*, which shall be registered for the record after being examined and approved by the training unit and the Students' Affairs Department. During the period of stay out of university, the student apartment will no longer keep such students' beds at the same time.

Article 8 If the apartment needs to be adjusted due to special reasons, the student should provide convincing basis (in principle, the support basis of the third party) to apply to the supervisor and the training department. After approval, the Students' Affairs Department will make a decision on the adjustment according to the actual situation.

Article 9 Students should move out of the apartment within one week due to graduation, suspension, withdrawal, overseas joint training students leaving, cancellation of accommodation qualifications and other reasons, and must go through the formalities of withdrawal with relevant certificates.

Article 10 Students should keep the room clean when they move out of the room. Those who fail to move within the deadline will be treated as unowned items; and those who refuse to evacuate have the right to take compulsory measures by the property management department.

Article 11 When the students leave the dormitory, they must check the assets of the apartment and check the equipment and facilities in the room together with the apartment managers. In case of man-made damage or loss of the equipment and facilities, the students must compensate according to the price.

Article 12 Apartment resources are owned by university. Students should obey the overall allocation and management of university. Where there is a need to relocate due to the overall planning of housing resources, due to the withdrawal of students, students need to merge rooms, students should cooperate.

Article 13 Student beds can only be used by students themselves. It is forbidden to exchange, rent or transfer the beds without permission. It is forbidden to change the door lock, match the key, install the inner bolt or hang the open lock outside the door without permission. It is forbidden to transfer the key to people outside the same apartment. The key must be returned to the apartment management office when going through the check-out formalities.

Chapter 3 Apartment Sanitation, Order and Safety Management

Article 14 Students have the responsibility and obligation to maintain public health. Students themselves are responsible for the sanitation of apartment rooms. Various garbage should be dumped in garbage cans. It is forbidden to pile up everywhere.

Article 15 The learning and daily necessities stored in the room should be neatly and orderly arranged.

Article 16 In order to safeguard public health and civilization, students should abide by the following regulations:

- (1) Enter and leave the apartment should be dressed neatly, civilized dress, no barefoot, shirtless;
- (2) It is forbidden to spit, throw cigarette butts and throw waste at will;
- (3) Prohibit scribbling, pasting all kinds of calligraphy and painting;
- (4) It is forbidden to air bedding, clothing, etc. outside the prescribed area.

Article 17 In order to ensure the smooth check-in of other students, students should clean the room when they check out, including leaving no articles on the bed and table, and the apartment with unqualified hygiene will be charged a cleaning fee in accordance with the regulations.

Article 18 Students have the responsibility and obligation to maintain the safety of the apartment. In case of suspicious phenomena and safety hazards, the apartment managers should be immediately notified; and emergency situations such as fires should be handled properly and reported or reported to the police in a timely manner.

Article 19 In order to ensure public safety, students should abide by the following rules:

(1) To enter and leave the apartment, they should show their valid personal documents (campus card or student card) on their own initiative, and to carry large items into and out of the apartment, they should take the initiative to accept the inspection of the management and go through the registration procedures;

(2) It is forbidden to lend the "campus card" to others without authorization, use the gate improperly or break through by force;

(3) It is forbidden to connect temporary power supply without permission. If it is really necessary, it must be approved by the apartment property management department and installed by professionals. The electrical appliances such as plug boards used in the apartment must be qualified products and must have the national "3C" certification mark;

(4) It is prohibited to use and store high-power electrical appliances or other utensils such as microwave ovens, immersion heater, electric stoves, refrigerators, induction cookers, rice cookers (rice cookers), electric baking pans, electric ovens, toasters, electric cups, electric heaters, and electric blankets;

(5) No open fire in the apartment; no smoking and burning waste in the apartment; no alcohol stove, kerosene stove, coal stove, chafing dish, liquefied gas stove and other appliances;

(6) It is forbidden to store or set off fireworks and firecrackers in apartments, and to store or use inflammable, explosive, toxic, harmful, radioactive, corrosive and other dangerous goods;

(7) It is forbidden to carry, store and use controlled knives and other prohibited items that are likely to cause personal injury;

(8) It is forbidden to misappropriate or damage fire-fighting equipment and facilities without authorization;

(9) It is forbidden to place and use barbells, treadmills and other large fitness equipment in the apartment, as well as to carry out various ball games, high-pitched audio and television;

(10) It is forbidden to make loud noise, slapstick, excessive drinking, boxing and other noise-making behaviors in the apartment;

(11) It is forbidden to bring bicycles (including electric bicycles) and other means of transportation into the apartment;

(12) It is forbidden to pile up various articles in public places and block fire safety passages;

(13) It is forbidden to keep poultry and pets in the apartment;

(14) It is forbidden to modify the equipment and facilities in the room without permission;

(15) It is forbidden to place flowerpots and other items on outdoor windowsills (including balconies) to avoid falling and injuring people;

(16) It is forbidden to engage in various commercial sales activities in the apartment or to bring marketing personnel into the apartment. Without approval, it is forbidden to post any advertisements and propaganda materials outside the propaganda board;

(17) Assembly and religious activities are prohibited in the apartment;

(18) Any form of gambling is prohibited;

(19) No alcoholic drinks, special circumstances must be approved by the apartment management.

(20) It is prohibited to hide and use drugs and drugs that violate national laws and regulations in any form.

(21) Students are not allowed to engage in any activities that violate laws and regulations in the apartment, and are not allowed to engage in behaviors that may endanger the safety of the apartment or affect others.

Article 20 Students should take good care of personal valuables and cash, and add anti-theft lock to the laptop; and close the doors and windows when leaving the room.

Article 21 Students should form a good habit of cutting off electricity and unplug the wires associated with electrical appliances when they are not in use. Where there is no one in the apartment, it is necessary to cut off all power supplies, especially row plugs, so as to "cut off power when people leave" and prevent fire.

Article 22 Students should be harmonious, friendly and tolerant, deal with all kinds of contradictions and disputes rationally, and should not abuse others or fight with each other.

Article 23 For safety reasons, students should return home before 23:59 am every day and avoid going out before 6:00 am the next day. Those who return late under special circumstances should ask for instructions from the supervisor, and those who return late should register on the *Registration Form for Late Return* of the apartment managers.

Article 24 During the rest time of the apartment, the use of computers and lamps should not affect the rest of others.

Article 25 Student apartments are subject to a visiting registration system. Visitors must register with their real names, observe the visiting hours and leave the apartment before 22:00 on the same day. It is strictly forbidden to accommodate people who are not in the apartment. Receiving students have the responsibility to remind and require visitors to abide by the regulations and obey the management. If visitors enter the apartment and cause adverse consequences, the receiving student must bear the corresponding responsibility.

Article 26 Visitors of the opposite sex are not allowed to stay in the apartment.

Article 27 If students find that indoor equipment and facilities are damaged, they should report for repair in a timely manner. The expenses incurred due to failure to report for repair in time shall be borne by the students themselves. If the equipment and facilities in the apartment are damaged or lost intentionally or negligently, compensation shall be made according to the price.

Chapter 4 Management of Accommodation Fee and Water and Electricity Fee

Article 28 The accommodation fee of the student apartment shall be borne by the training department; and the water and electricity fee incurred during the accommodation period shall be paid by the student according to the actual consumption of the individual.

Article 29 The specific charging standards and methods for accommodation fees and water and electricity fees shall be implemented in accordance with the relevant provisions of university.

Chapter 5 Violation and Disciplinary Action

Article 30 According to the nature and severity of the violation, it will be dealt with in the following ways:

- (1) Verbal warning (criticism and education);
- (2) Written warning (warning letter);
- (3) Disqualification of accommodation;
- (4) Punishment will be carried out in accordance with the relevant provisions of the Measures for the *Implementation Measures of Disciplinary Measures for Students*.

Article 31 According to the different situations of the violators of these Regulations, the handling opinions are as follows:

- (1) For those who rent beds or apartment rooms, once verified, depending on the attitude of the students and the degree of impact of the incident, the students will be disqualified from one semester to the whole course of study, and corresponding disciplinary sanctions will be imposed according to the seriousness of the case;
- (2) Those who take a break from university or leaving midway and do not comply with these regulations for check-out will be treated as unowned items one week later if there is no special application. Those who have been criticized for not improving their education will have their accommodation qualifications revoked for one semester to the entire course of study;

(3) The electrical appliances and articles in violation of the regulations shall be confiscated once they are found, and an oral warning or a written warning shall be given as the case maybe;

(4) For those who violate the explicit prohibition in these Regulations, university will give a written warning or even cancel the accommodation qualification and other relevant disciplinary sanctions according to the actual situation;

(5) Those who violate these Regulations and receive more than two written warnings shall be disqualified from living for at least one semester, and the parties concerned shall be given corresponding disciplinary sanctions in accordance with the the *Implementation Measures of Disciplinary Measures for Students*, depending on the seriousness of the circumstances;

(6) Where a student's behavior is not listed in these Regulations, but has a negative impact on the management of the apartment or university, university has the right to impose corresponding disciplinary sanctions on the parties concerned.

Chapter 6 Bylaw

Article 32 The Students' Affairs Department or university shall take the lead in conducting health and safety inspections of student apartments at least twice a semester, and the results of the inspections shall be reported. With the approval of the Students' Affairs Department or university, two or more personnel may enter the room to carry out safety and health checks, check water and electricity meters, and other maintenance services. In case of emergency, the apartment property management department has the right to take necessary measures.

Article 33 Students should earnestly study and implement these Regulations. In case of violation, university will, depending on the seriousness of the case and in accordance with the relevant regulations on the management of students, give criticism and education until disciplinary action.

Article 34 university may formulate detailed rules for the administration of university in accordance with these Regulations and the actual situation of university.

Article 35 The Students' Affairs Department shall be responsible for the interpretation of these Regulations, which shall be implemented as of the date of issuance.

Attachment:

1. Application Form for Accommodation Outside

Application Form of SIAT Student for Accommodation Outside

Name		Student No.	XJY10_____	Certificate number	
Sex		Age	____years old	Level of training	
SIAT supervisor		Department		Unit	
College registration		Supervisor registration		Telephone	
Emergency contact	<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Brother or sister		Contact tel.		
Personnel phone		Home address			
Reasons for application and personal commitment	<p style="text-align: center;">SIAT has arranged the dormitory for me according to the unified standard. Due to personal reasons (specific reasons:_____), I have applied for accommodation outside university. The residential address is Room __, Community __, Road_ , Street_ , District_ . The term of accommodation outside is from <u>DD/MM/YYYY</u> to <u>DD/MM/YYYY</u>.</p> <p style="text-align: center;">Statement: I have informed the emergency contact person of the reason and reason for staying out.</p> <p style="text-align: center;">Commitment: The above contents are true and correct. Once</p>				

	<p>the accommodation is approved, it is agreed that SIAT will not retain my accommodation bed at the same time.</p> <p style="text-align: center;">Student's signature:</p> <p style="text-align: right;">YYYY MM DD</p>
<p>Comments Of supervisor</p>	<p style="text-align: center;">I am aware of the student's application for off-campus accommodation and will advise the student to be careful during the off-campus accommodation.</p> <p style="text-align: center;">Supervisor's signature:</p> <p style="text-align: right;">YYYY MM DD</p>

Comments of the research center (office)	<input type="checkbox"/> Agreed <input type="checkbox"/> Disagreed Project leader: YYYY MM DD	Comments of Research Institute	<input type="checkbox"/> Agreed <input type="checkbox"/> Disagreed Project leader: YYYY MM DD
Comments of Ministry of Education		Comments of institute leaders	(Report to the leaders of the institute for approval under special circumstances)

Notes: 1. This form shall be printed on both sides, and printing on one side is invalid. The original document shall be submitted to the Ministry of Education for archiving.

2. Attached to this form is the *Letter of Informed Commitment for Students to Stay Outside*. Undergraduate students should submit the *Letter of Informed Commitment for Family Members* separately.

Letter of Informed Commitment for Students to Stay Outside

I, name: _____, ID No.: _____, ensure that the submitted application materials for accommodation outside are true, complete and accurate; ensure compliance with national laws and regulations as well as university's rules and regulations during accommodation outside; and ensure to pay attention to personal health and safety during accommodation outside, raise awareness of safety precautions, take relevant self-protection measures, and ensure personal and property safety. As an adult person with full capacity, after detailed investigation and understanding, I have confirmed that there is no risk of electricity, water, food, fire prevention, theft prevention and personal and property safety in the residential address. During the period of accommodation outside, all personal casualties or property losses caused by their own or other causes, as well as civil, administrative and criminal cases, shall be borne by themselves or investigated for the responsibility of the relevant obligors. All responsibilities have nothing to do with SIAT/university.

I have informed my parents and supervisors of my off-campus accommodation and have obtained their consent; I undertake to report to my tutors on a regular basis during my off-campus accommodation, and to inform my supervisors, the training department and the Students' Affairs Department of my new accommodation address within seven days of any change in my accommodation address.

Promisor (signature):
YYYY MM DD

**Letter of Informed Commitment for Family Members (applicable to
undergraduate students)**

Promisor I (Father): _____ , ID No.: _____

Promisor II (Mather): _____ , ID No.: _____

The Promisor is the _____ of the student _____ , who has been informed of the _____ 's application for accommodation outside university. After detailed understanding, I have been clearly informed of the starting and ending period of the accommodation outside, the residential address of the accommodation outside, the cohabitant, the owner of the leased house, the surrounding environment and the security situation, and agrees to the _____ 's accommodation outside university.

The Promisor guarantees that the application materials submitted by the student for accommodation outside are true, complete, and accurate; ensures that the submitted application materials for accommodation outside are true, complete and accurate; ensures compliance with national laws and regulations as well as university's rules and regulations during accommodation outside; and ensures to pay attention to personal health and safety during accommodation outside, raise awareness of safety precautions, take relevant self-protection measures, and ensures personal and property safety.

As a family member of the student, the Promisor will make every effort to ensure the safety of electricity, water, food, fire prevention, theft prevention and personal and property in the living environment of the student during the period of sleeping outside, and after detailed understanding, it has been determined that there are no such risks in the house where the student lives outside.

During the period of accommodation outside, the student and the Promisor shall bear the responsibility or investigate the responsibility of the obligor for all personal casualties or property losses caused by their own or other causes, as well as civil, administrative and criminal cases. All responsibilities arising from the student's accommodation outside have nothing to do with the SIAT/university.

Where there is any change in the accommodation address, the Promisor will inform the student's training department, the supervisor and the Students' Affairs Department within seven days.

Promisor (signature):

Student (signature):

YYYY MM DD