



河北大学留学生公寓住宿管理规定

Regulations on the management of accommodation in international student apartments of Hebei University

第一章 总则 Chapter One General Provisions

为了给留学生创建一个安全、整洁、舒适、有序的住宿和生活环境，根据教育部《普通高等学校学生管理规定》《学校招收和培养国际学生管理办法》，结合我校实际情况，制定本规定。

In order to create a safe, clean, comfortable and orderly accommodation and living environment for international students, according to the Ministry of Education, "Regulations on the Management of Students in General High School" and "Administrative Measures for Recruiting and Cultivating International Students in Schools", based on the actual situation of our school, formulate these regulations.

第一条 国际交流与教育学院对入住留学生负有教育管理责任，留学生公寓负责留学生住宿安排、日常管理和服务。

Article 1: The College of International Exchange and Education shall be responsible for the education management of international students, and the international student apartment department shall be responsible for the accommodation arrangement of international students, daily management and services.

第二条 凡入住留学生公寓的各国留学生，须遵守中国的法律、法规，遵守学校的校纪校规，尊重中国和其他国家的风俗习惯，尊重他人，相互理解，和睦共处。

Article 2: All international students staying in apartments must abide by the Chinese law, University discipline, rules and regulations. Respect the customs and habits of China and other countries, respect others, understand each other, and live in harmony.

第二章 入住与退宿 Chapter Two Check-in and Check-out

第三条 留学生凭本人有效护照或其他有效身份证件办理住宿手续，新生应出示《入学通知书》。

Article 3: International students should go through the accommodation procedures with valid passport or other valid documents and freshmen should present the "Admission Notice".

第四条 入住时，根据房间物品明细表核对房间物品，如有不符，请及时告知工作人员，同时在《物品登记表》上签字。

Article 4: When checking in, check the room items according to list. If there is any discrepancy, please inform the staff in time. Sign the "Article Registration Form" at that time.

第五条 办理入住手续后须在公寓管理人员统一安排的房间住宿，未经批准不得私自调换。如被发现所住房间号与登记房间不符者，将被处以书面警告处分。每学期因个人原因申请换房次数不得超过1次。

Article 5: After check-in, you must stay in the room and bed arranged by the apartment management personnel, and students can not exchange the room privately without approval from apartment management office. If the room number does not match the registered room, a written warning will be issued. You can change the room only once for personal reasons each semester.

第六条 留学生办理入住手续时须一次性交清本学期住宿费用，进修生和短期交换项目生依照录



取通知书上的学习时间交费。在公寓住宿的留学生须按时交纳住宿费，过期不交住宿费的同学，暂停享受公寓的相关服务；多次催缴仍不缴纳的同学，取消其住宿资格并要求其立即搬离公寓，同时上报学院及相关单位。

Article 6: When check in, the international students must pay all the accommodation fee for the semester, while the advanced students and short-term student should pay the fee according to the study duration written on the admission letter. Students accommodated in the apartment must pay the accommodation fee on time and those who do not pay after the expiration date, their services related to the apartment will be suspend. For those who fail to pay despite multiple reminders, their accommodation qualification would be canceled, they would be asked to move out of the apartment immediately and it will be reported to the college and related departments.

第七条 外出实习考察或寒暑假期间不在公寓住宿的留学生，在外出前退房，并把个人物品从房间搬出，无需缴纳外出时的住宿费；否则，需按照标准正常缴纳假期住宿费。返校后 24 小时内凭个人护照等有效证件到前台办理入住手续。

Article 7: If you check out, before going out and take your personal belongings along, student do not need to pay the accommodation fee when checked out; otherwise, student will have to pay the holiday accommodation fee according to the normally standard. After returning to the university, student must go to the front desk to check in with valid documents such as passport within 24 hours.

第八条 凡属自然空缺的房间，公寓有权安排他人合住或进行房间调整；不同意他人合住或不服从房间调整者，需按单人包间交纳住宿费。

Article 8: For rooms that are vacant, the apartment management office has the full right to arrange the rooms for students to share the room and make room adjustments; any student disagrees to share the room with others or those who do not follow the room adjustment are required to pay the accommodation fee according to the single private room.

第九条 因毕业、结业、退学、休学及其他原因离校的留学生，须及时办理退宿手续，结清费用。留学生退宿后如需重新入住，须重新提出申请，办理有关入住手续。

Article 9: International students who leave school due to graduation, completion, dropout, suspension and other reasons must handle checkout procedures and pay off all the expenses in time. If they need to re-check in after withdrawing, they must re-apply and go through the relevant check-in procedures.

第十条 凡已失去我校学生资格者，应在一周内退房离校，逾期学校不再提供留学生宿舍，室内遗留物品，公寓有权处理。

Article 10: Anyone who has lost the qualification of a student in our school should check out and leave school within a week. The school will not provide accommodations any more, and the apartment management office reserves the right to dispose of any item which is left after students check out.

第十一条 留学生退宿时须保持房间内外清洁，在公寓管理人员查验房间公共物品完好无缺后，方可办理退宿手续。房间公共物品丢失、损坏的，要按照原物价赔偿；墙壁上乱写乱画的，应处以罚款或恢复原样，查验房间后要返还房间钥匙。



Article 11: International students must keep the room clean when checking out. They can only handle checkout procedures when the apartment management staff inspect and make sure the public articles in the room undamaged. If the public items of the room are lost or damaged, compensation shall be paid in accordance with the original price; scribbling on the walls, a fine shall be imposed or restored to its original state, and the room key shall be returned after the inspection.

第三章 住宿管理 Chapter Three Accommodation Management

第十二条 公寓开门时间为 6:00, 关门时间为 23:00。留学生应严格遵守公寓作息制度, 不得擅自夜不归宿。因特殊情况不能及时回公寓或需要提前离开公寓者, 须经学院老师同意后方可进出。

Article 12: The opening time of the apartment is 6:30 and the closing time is 23:00. International students should strictly abide by the work and rest system, and should not stay out all night without permission. Those who cannot return to the apartment in time or need to leave the apartment must obtain the permission of the college teacher before entry and exit in advance.

第十三条 注意用电安全, 节约用水用电。禁止私自拉接电线或在公寓内存放、使用违章电器, 如: 电饼铛、电磁炉、电褥子等, 一经发现, 公寓有权暂存相关设备; 禁止在公寓内为电动车充电; 离开房间时及时关闭所有用电设备。

Article 13: Pay attention to electricity safety and save water and electricity. It is prohibited to connect wires without permission or to store or use illegal high power electrical appliances in the apartment, such as: electric baking pans, induction cookers, electric mattresses, etc. Once discovered, the apartment staff has the right to temporarily store related equipment. It is prohibited to charge electric vehicles in the apartment. Turn off all electrical equipment when leaving the room.

第十四条 注意防火。严禁在公寓内违章使用明火, 如点蜡烛、使用煤油炉、酒精炉、液化气炉, 焚烧纸屑、杂物, 燃放烟花爆竹等。

Article 14: Pay attention to fire prevention. It is strictly prohibited to use open flames in the apartment, such as lighting candles, using kerosene stoves, alcohol stoves, and liquefaction gas stove, burning paper and debris, setting off fireworks and firecrackers, etc.

第十五条 禁止随意移动、破坏公寓内各种消防器材。

Article 15: It is forbidden to move or destroy all kinds of fire-fighting equipment in the apartment.

第十六条 公寓内严禁存放或使用管制刀具、易燃、易爆、强腐蚀性等危险品。

Article 16: It is strictly forbidden to store or use controlled knives, flammable, explosive, highly corrosive and other dangerous goods in the apartment.

第十七条 公寓休息时间为中午 12:00—下午 2:00, 晚上 11:00—早上 7:00。保持宿舍安静, 不得在宿舍从事影响或妨碍他人学习与休息的活动, 如跳舞、大声喧哗、高声放音响、生日聚会、楼道里打闹等。

Article 17: The resting time in dormitory is 12:00-2:00pm and 11:00-7:00am. All students are required to maintain a quiet environment and are not allowed to conduct activities affecting others, such as dancing, speaking loudly, and playing music or musical instruments loudly, party, sports in the corridor and



so on.

第十八条 公寓内严禁赌博、酗酒、吸毒、偷窃、打架斗殴等违反学校纪律和中国法律的行为。

Article 18: It is forbidden to gamble, drink excessively, take drugs, steal and fight, other behaviors that violate university disciplines and Chinese laws are forbidden in dormitory.

第十九条 禁止在公寓内吸烟、往窗外楼下投扔各类废弃物品、随意吐痰、乱扔垃圾、携带或饲养宠物；禁止在墙壁上踩踏脚印、乱涂乱画或张贴字画等破坏环境卫生、影响公寓正常生活环境的行为。

Article 19: Take care of environmental hygiene, and it is strictly forbidden to smoke in the apartment, throw alcohol or other objects outside the building, vomit at will, and litter garbage, carrying or keeping pets, stepping on footprints on the walls, scribbling, posting calligraphy and painting, and other behaviors that damage the environment and affect normal living environment of the apartment.

第二十条 严禁在公寓走廊、楼梯等区域存放私人物品，公寓有权对屡教不改者的个人物品作为垃圾处理。

Article 20: It is strictly prohibited to store personal belongings in the corridors, stairs and other areas of the apartment. The apartment has the right to dispose of the personal articles as garbage of those who refuse to correct their ways.

第二十一条 不得在房内做饭，如有需要请自觉到公共厨房做饭。公共厨房开放时间为：早 7:00 至晚 10:30。做饭时应注意用电安全，遵守操作规范，安全使用电器；使用后关闭电源，保持公共厨房清洁卫生。

Article 21: Cooking in the room is not allowed. If necessary, go to the public kitchen to cook. The opening hours of the common kitchen are: 7:00am to 10:30 pm. When cooking, you should pay attention to the safety of electricity, abide by operating regulations, and use electrical appliances safely; turn off the power after using. Keep the public kitchen clean.

第二十二条 爱护公物，自觉维护室内与公共区域的设施设备，不得随意挪动、改装或私自拆卸。发现损坏应及时报修；如因使用不当造成损坏或丢失的，需按价赔偿。如责任不清，由本宿舍同学均摊。

Article 22: Take care of public property, maintain the public facilities in the residence building, and do not move, modify or privately disassemble. Go to the duty room immediately to report for repair at the sight of any damage; if damage or loss is caused by improper use, the person who is responsible should pay for it. If the responsibilities are unclear, everybody in the room shall split the compensation.

第二十三条 公寓实行来访人员登记管理制度。来访人员须经公寓管理人员同意，凭本人有效身份证件履行登记手续后方可进入公寓探访。探访完毕，须注明离开时间。无有效证件者，公寓管理人员有权拒绝其进入公寓。公寓受访时间为 8:00 至 22:00。受访留学生离开公寓时，来访人员必须同时离开。在非来访时间或来访者未履行登记手续，留学生不得让来访者在公寓内停留。

Article 23: The apartment implements a visitor registration management system. Visitors are not admitted to the apartment without consent from the apartment management staff and registering with valid



identification card. After the visiting, mark clear the leaving time on the registration book. If there is no valid certificate, the apartment management personnel have the right to refuse them to enter the apartment. The international students could meet guests from 8:00 to 22:00. When the international students leave the apartment, the visitors must leave at the same time. During non-visiting hours or if the visitor does not make registration, the international students shall not have visitors stay in the apartment.

第二十四条 所有房间未经允许一律不得留宿外来人员，来访的留学生家属、朋友如需住宿，需到前台办理登记入住手续，费用自理。

Article 24: Accommodation of others is not allowed without permission. If visiting family members and friends of international students need accommodation, they need to go to the front desk for check-in, and bare the cost.

第二十五条 留学生借用本人房间钥匙，需向值班室登记并抵押本人护照或学生证，用后及时归还。丢失房间钥匙、房卡或损坏门锁应按价赔偿。若因个人原因换锁，需支付相关费用。任何人不得私配钥匙、私换、另加锁具。

Article 25: If an international student borrows his or her room key, he or she must register with the duty room and submit his or her passport or student ID card in exchange for the key. After use and return at the time. Compensation for lost room keys, room cards or damaged door locks shall be paid by the student. If you change the lock due to personal reasons, you will need to pay the relevant fees. No one may match the key, exchange or add another lock privately.

第二十六条 严禁私自转让、出租床位或房间，不得在公寓房间从事租赁、修理、销售、传销等经营活动。

Article 26: It is strictly prohibited to transfer, rent beds or rooms privately, and it is not allowed to lease, repair, sell, pyramid selling or other operational activities in the apartment.

第二十七条 严禁在公寓内私自装修，未经批准，不得在公寓内私自悬挂、散发或张贴各种宣传品。

Article 27: It is strictly prohibited to decorate privately in the apartment and without approval, it is not allowed to hang, distribute or post various publicity materials privately in the apartment.

第二十八条 严禁在公寓内成立非法组织，举行非法集会，不得将公寓设为宗教活动用房；严禁任何危害中国国家安全的违法犯罪活动。

Article 28: It is strictly prohibited to set up illegal organizations, hold illegal gatherings, and conduct religious activities in the apartments. Any illegal and criminal activities that endanger Chinese national security are strictly prohibited.

第二十九条 妥善保管好自己的贵重物品。外出时要及时关好门窗，保管好钥匙，切勿转借他人使用。

Article 29: Personal valuables should be properly kept. Close the doors and windows in time, and keep your dormitory keys carefully, and do not lend keys to others.

第三十条 搞好房间内务卫生，认真配合、积极参与公寓和国际交流教育学院组织的安全、卫生



检查评比活动。

Article 30: The international students shall clean up the rooms, conscientiously cooperate and actively participate in the appraisal activity in the safety and sanitary inspection organized by apartment and the Institute of International Exchange and Education.

第三十一条 公寓管理人员因工作需要进入房间应该予以配合，不得拒绝。

Article 31: Students should provide convenience and cannot refuse to cooperate when the dormitory management staffs need to go into the rooms due to work.

第四章 违规处罚 Chapter Four Penalties for Violations

第三十二条 留学生违规行为造成公共财物或他人合法人身财产损失的，须赔偿全部损失。

Article 32: If an international student's illegal behavior causes damage to public property or the legal personal property of others, all losses shall be compensated.

第三十三条 对违反本规定的留学生，公寓工作人员视情况有权对其提出劝阻、批评、警告等相应措施。情节严重者，通报国际交流与教育学院，由学院依据学校相关规定作出处罚；有涉嫌违法行为的，交由公安管理部门依法处理。

Article 33: For international students who violate these regulations, the staff of the apartment has the right to block, criticize, and warn them as appropriate and other corresponding measures. Severe cases shall result to the punishment of discipline violation according to relevant stipulations on disciplinary sanctions by the School of International Exchange and Education. In case the international student violates laws in the apartment, he/she shall be dealt with by the public security department according to the law.

第三十四条 在校期间违反三次公寓管理规定，将取消入住公寓资格，所剩房费不予退还。

Article 34: Thrice violations of the regulations will result in loss of housing privileges and students need to move out in time, the remaining amount of dormitory fee will not be refunded.

第五章 附则 Chapter V Supplementary Provisions

第三十五条 本规定适用于所有住在留学生公寓的学生、外教或其他来访人员。

Article 35: These Regulations apply to all students, foreign teachers or other visitors who live in the international student apartments.

第三十六条 本规定中未涉及的影响公寓正常安全秩序的其他行为，参照学校及国家的相近条文或有关规定予以处理。

Article 36: Other behaviors which are not covered in the regulations but affect normal safety order of the apartment, shall be dealt with by referring to similar articles at school and the relevant stipulations in China.