

留学生公寓管理规定

Administrative Provisions on Overseas Student Apartment

留学生宿舍是专门为在我校学习的外国留学生提供的生活、学习场所，凡在住的外国留学生应自觉遵守留学生宿舍的有关规定。

The overseas student apartment is the particular venue where the overseas students in Beijing Forestry University live and study. All the registered overseas students should strictly obey the administrative provisions

1、学生在校期间可以在学校提供的留学生公寓住宿。由学校统一安排宿舍和床位，不得私自调换、占用、留宿来客或转借给他人居住。一经发现将予以处罚。

Overseas students are allowed to live in the overseas student apartment provided by Beijing Forestry University. The university makes the arrangement of dormitory and accommodation. Any private exchanges, occupations, accommodation for visiting guests or sublease are strictly forbidden. Any violation of these rules deserves severe penalty.

2、不得利用宿舍从事违反我国法律和学校规定的活动。男女同学应互相尊重，不得到对方宿舍留宿。

Any activities against the laws of China and the regulations

of BFU are not to be conducted in the apartment. Male and female students should show respect to each other and no accommodation in each others' dormitory is allowed.

3、留学生入住时，与宿舍管理员一同查看房间的物品是否配齐，并在《北京林业大学留学生宿舍物品登记确认单》上签字。学生入住后如有缺少，按丢失处理，并照价赔偿。待离校时，经检查一切由公寓提供的物品、设备完好无损，并已结清房费、无遗留问题后，学生方可离校。

On the registration in the apartment, please check out whether the dormitory is fully furnished with the company of the apartment administrator and sign *Confirmation Form of Overseas Student Dormitory Items in Beijing Forestry University*. Any loss of the items after accommodation must be paid by the students. Before departure from the university, all the items and equipment provided by the apartment must be verified in excellent condition. Students are allowed to leave the university only after they have paid all the accommodation fees and had no leftover problems.

4、公寓收费按天计算。在公寓内住宿的留学生应提前三天交纳住宿费（每次至少交一个学期的住宿费），到期仍未交者，留学生办公室将通知交费，学生在得到通知五日内仍不交费者，将加收 5%的滞纳金。

Accommodation fees are calculated by the day. Residents should pay the fees 3 days in advance (at least for one single semester). Overseas student office will inform those who have not paid the fees in due time and if the fees are not paid within 5 days, a 5% late fee will be added.

5、留学生公寓一般为留学生提供两人合住的双人间，如其中一人离校退房，另一人可以另找同屋（在我公寓其他单独居住者），如果自空床之日起一周内自己找不到同屋，则留学生不得拒绝由留学生办公室做出的统一安排。否则，按包房计费。住在留学生公寓的同学应服从办公室调整。

Each dormitory is usually a double room. If one resident checks out, the other resident is allowed to look for a new roommate (one of the other single residents in the apartment). If no new roommate is found within one week, the overseas student office will arrange new accommodation, or the single resident has to pay for the double room. All residents in the apartment should obey the adjustment by the overseas student office.

6、公寓内应保持安静，不得在宿舍及走廊内大声喧哗，不得影响他人的学习和休息。严禁在宿舍内酗酒、赌博。否则将视情节严重做作出相应的处罚。

The apartment must always be kept quiet. Talking aloud in

the dormitory and corridor, which disturbs others is definitely not allowed. Alcoholism and gambling are totally forbidden in the dormitory. Any violation of these rules deserves severe penalty

7、自觉保持和维护公共场所及宿舍环境的卫生和秩序，不得在公共场所和楼道内堆放垃圾和存放个人物品，否则，按弃物物处理。

The sanitation and order in public places and dormitories must be maintained with full awareness. Littering rubbish and personal items around in public places and corridors is absolutely forbidden or they will be treated as waste.

8、爱护公物。宿舍提供的电视、空调、洗衣机、热水器、电话等电器和设备应合理使用。不得擅自拆卸、改装、转移或损坏宿舍内的各项设施及用品，违者照价赔偿，并处以一定罚款。

Public properties should be taken care of. Electric appliances and equipment in the dormitory such as TV, air conditioner, washing-machine, water heater and telephone should be used properly. All these items must not be dismantled, remodeled, transferred or damaged. Any violator will pay for all the losses and be fined to certain extent.

9、禁止在宿舍内使用电炉、电饭煲等电器，不要卧床

吸烟，以防火灾。宿舍内一旦因住宿者违规而造成火灾，将严肃追究违规者责任。宿舍内禁止使用任何器具做饭，禁止使用任何超过 500 瓦的电器，在宿舍内发现拆开包装的上述用品，即使当事人当时没有做饭，等同于做饭处理，如果发现，第一次予以警告处分，并在公寓内张榜公示，第二次发现予以严肃警告，处以 300 元罚款，并在公寓内张榜公示，第三次发现开除学籍，中国政府奖学金学生违反此规定，我校将上报国家留学基金委后再行处理。

Electric stoves and electric rice cookers are forbidden in the dormitory and smoking in bed is prohibited in order to avoid fires. Any resident who causes fires by breaking the regulations will be given severe punishment. Any cooking equipment and electric appliances beyond 500 watt are forbidden in the dormitory. If such items are found unpacked in the dormitory and even if the resident is not caught cooking in the dormitory, severe punishment is inevitable – for the first time, the resident will be given a warning and a punishment notice will be put up in the dormitory; for the second time, the resident will be given a severe warning with a fine of RMB300 and a punishment notice will be put up in the dormitory; for the third time, the resident will be expelled. If any Chinese Government Scholarship Students violate these regulations, the university

will refer to The China Scholarship Council for further treatment.

10、留学生应严格遵守学校和宿舍的门卫制度和管理制度，宿舍每天早晨 6: 00 开楼门，晚间 23: 00 关楼门，外出者应及时返回。

The safeguard and management regulations of the university and the apartment must be strictly observed. The apartment is open from 6:00 AM to 23:00PM. Any resident who goes out must return before 23:00.

11、遵守会客登记制度，凡不住在学校的本校留学生、外来人员来访，须持有效证件，经值班人员核验并填写《会客登记表》后方可进楼，留学生宿舍规定的会客时间为 8: 00—23: 00，会客超过规定时间，值班人员有权敦促来访者离开，未经准许来客不得在公寓内留宿。特殊情况须经校方批准，否则一经发现将予以处罚。

The guest registration system must be fully observed. All the overseas students living off campus and visiting guests must take valid IDs and they have to be verified and fill the *Visiting Guest Registration Form* before entering the apartment. The visiting hours last from 8:00 to 23:00. The personnel on duty are authorized to urge the guests to leave in case of any stay beyond the visiting hours. No visiting guests are allowed to stay up in

the apartment without authoritative permissions. Stay in the apartment in special cases must be ratified by the university. Otherwise, severe punishment will be conducted.

12、住宿者应妥善保管自己的财物。外出时要注意关闭室内电器、锁好门窗，以防财物丢失。私人财物丢失时，应立即向当地公安机关报告，同时报告留学生办公室以便及时采取措施迅速查找。

Residents should take care of their own properties. All electric appliances must be switched off and the door and windows should be locked in case of any loss of properties when they are off. If any personal properties are lost, please report to the local police station immediately and inform the overseas student office so that timely action can be taken to deal with the issue.

13、宿舍内严禁饲养宠物（如猫、狗等）。一经发现，学校将没收宠物，并对违规者处以一定罚款。

No pets (such as cats or dogs) are allowed to be kept in the dormitory. Otherwise, the university will confiscate the pets and the violator will be fined to certain extent.

14、住宿者办理完退房手续后，应及时带走所有个人物品，并上交房门钥匙，宿舍不负责保管其遗留物品。

The residents should take away all personal items and hand

in the keys after check-out. The apartment has no responsibility to maintain any leftover items.

15、节约使用煤气、水、电，并注意使用安全，发现故障，要及时报告值班人员。注意防火，酿成火灾者，须赔偿一切损失，严重者，将有司法机关追究其刑事责任。

Gas, water, electricity must be frugally and safely used. Any emergencies should be reported to personnel on duty immediately. Fire prevention should be handled with extreme care. Anyone who causes fire hazards must pay for all the losses and may be given criminal sanctions in case of severe damages.