

Regulations on Management

of International Student Dormitories at Zhejiang University

Chapter I General Provisions

Article 1 With a view to ensuring a favorable environment for learning and living for international students, strengthening the management of international students dormitory, maintaining the normal order of life, improving the basic civilization quality of students, and safeguarding the legitimate rights and interests of international students, the regulatory rules are formulated in accordance with the Student Dormitory Civilization Construction Management Procedures at Zhejiang University (hereinafter referred to as ZJU) in light of the actual circumstances of ZJU.

Article 2 The Foreign Expert & Student Service Center of Zhejiang University (hereinafter referred to as FESSC) is responsible for the overall management of the international student dormitory, including students' accommodation arrangement, the construction of dormitory culture, the development of civilized behavior and other student management affairs. The reception of each dormitory building is set up to deal with the daily running of international student dormitory.

Article 3 The international students dormitory mentioned in the Regulatory Rules include the buildings inside and outside the university that are used to arrange accommodation for international students of ZJU. These regulatory rules shall apply to those students living in the international student dormitory at ZJU (hereinafter referred to as residents).

Chapter2 Check-in, Accommodation Adjustment, Check-out and Expenses

Article 4 All international students admitted by ZJU who are willing to abide by the regulatory rules can apply on-campus accommodation. Other students who come with the approval of the university can contact the relevant departments of the university to apply for accommodation to FESSC, or students can apply for accommodation to FESSC by presenting the certifications from relevant departments of the university and their identity documents.

Article 5 Students who have been approved to move in should go to the reception to check in and sign a dwelling contract by presenting their valid id and relevant documents. Residents must dwell in the designated dormitory buildings and rooms. Residents are required to re-register within 24 hours in the following cases: the extension and the renewal of the passport and visa, changes of validity period of residence permit and entry date. FESSC reserves the right to cancel the dwelling eligibility of those students who fail to renew their identification before it expires or register at the reception after the alteration.

Article 6 Student dormitory buildings do not provide family accommodation. Those who have dependents shall arrange it by themselves.

Article 7 FESSC reserves the right to rearrange residents' dwelling places for matters such as remodeling or changing the use of dormitories/rooms and adjusting of accommodation deadline. Dormitory adjustment shall be approved by FESSC and the relocation shall be completed within 3 days after the completion of dormitory adjustment procedures.

Students who have their study duration extended need to apply for extended accommodation to FESSC with relevant certificates of student status changes, and FESSC will rearrange their accommodation according to the room availability.

Article 8 No one is allowed to move into a student dormitory or change his/her dwelling room/bed without the approval of FESSC. Residents must follow the unified arrangement. The vacant dormitories or beds shall be allocated and managed by FESSC. Residents shall not occupy them without authorization.

Article 9 Residents who withdraw ahead of time for reasons like suspension, graduation, completion of a course of study, dropping out, dismissal or transfer to another school must go through the withdrawal formalities in the reception within a week. Residents who have had withdrawal formalities settled must remove all their personal articles out of their dormitory and make it clean. If there were any loss or damage of property in the dormitory room, the liability to pay compensation shall be assumed by residents according to the price list. FESSC is authorized to dispose residents' left objects after they check out and the residents shall be responsible for any loss. Those who fail to move out by specified time limit will be deemed as illegal stay and their belongings will be moved out. Those who have not had withdrawal formalities settled within the specified time cannot continue to enjoy the discount price for students.

Article 10 Residents withdrawing from dwelling in their dormitories shall return the deposit receipt. If the slip is lost, the deposit will not be refunded. If the deposit is paid online, residents shall go to the reception for withdrawal procedures. When moving out, they must take good care of the dormitory property and facilities, cooperate with personnel in checking the facilities and equipment, and make all deferred payments before leaving.

Article 11 The charging and refunding standards of respective campus and dormitory are subject to the latest information posted on the International College website.

Chapter3 Dormitory Security Management

Article 12 The residents must consciously maintain dormitory security, enhance their security and law awareness, and improve their ability of precaution, self-aid and evacuating from disastrous situations. They should take part in activities such as

safety education, knowledge and skills training, fire extinction and emergency evacuation drills.

Article 13 Residents must pay attention to the safety use of electricity. Electrical appliances equipped in dormitories are not to be repaired or dismantled without permission; damage of facilities or equipment caused by improper use will be borne by the user. Residents must purchase and use certified electrical products with China Compulsory Certification certifications made by accredited manufacturers and be applicable for student dormitories. Dormitory management personnel are entitled to stop electricity consuming activities in violation of regulations. Violators will be handled under Chapter 7. FESSC will keep the illegal electrical appliances and residents will take them back when they graduate or leave school.

Article 14 Residents should not take in a person other than from their own dormitories for the night or beyond the unscheduled time. If they do so and the act causes any loss of private or public property in the dormitory or physical injury of other residents, the doers will have to bear legal and compensation liabilities.

Article 15 Residents must pay attention to anti-theft security and take good care of their personal articles. It is not appropriate to put valuables and large amounts of cash in the dormitory. Residents shall comply with the facial recognition management regulation. Swipe their face when entering or leaving the dormitory, preventing strangers from following into the building. They shall neither lend their dormitory keys or room cards to others nor change their door locks or fit in an additional lock or latch without permission. They must inform the dormitory management immediately if their key or room card is lost and pay for a new key or room card. Door and windows shall be closed if they leave their dormitories. If they leave more than two days, they shall register at the reception.

Article 16 Residents shall comply with fire safety regulations. Fire escape shall be unobstructed. It is strictly forbidden to do anything in violation of fire safety laws and regulations, the university fire control regulations and other behaviors stipulated in Chapter 7 of this Regulations on Management.

Article 17 Residents shall consciously comply with regulations on visitor reception in dormitories and consciously cooperate with the managerial staff in management. Visitors must register with their valid ID documents including passport, ID, student ID card and work permit. Visitors shall comply with relevant regulations on visitor reception management. Visiting time is 9:00-20:00 every day. The dormitory reserves the right to exclude visitors from the building under special circumstances.

Article 18 In order to maintain the residents' personal and property safety, dormitory management staffs, security personnel and maintenance personnel are entitled to enter the dormitory and residents' rooms for necessary maintenance and

fire safety inspection according to relevant laws, regulations and the university's regulations, jointly ensuring a satisfactory operation of the dormitory.

Room Entry: Dormitory management staff members and other authorized personnel may enter a resident's room under the following circumstances:

- when there is an immediate threat to the health and safety of residents/property
- when it is necessary to preserve campus order, security, or discipline
- during fire drills or severe weather evacuations
- for routine maintenance repairs or inspections
- routine inspections for prohibited items and behaviors

Article 19 An infectious disease declaration system is effectuated in student dormitories. Anyone who contracts any of the infectious diseases specified in the Law of the People's Republic of China on the Prevention and Treatment of Infectious Diseases shall report to FESSC. Residents who find a suspected infectious disease patient in the dormitories must contact FESSC timely. Infectious disease patients, pathogen carriers and suspected Infectious disease patients must follow the medical instructions and advice from hospitals and actively cooperate for necessary medical and accommodation arrangements before they are cured or the suspicion moved.

Chapter4 Public Environment and Order

Article 20 Residents are expected to consciously protect public sanitation and help create a clean, tidy and orderly dwelling environment. Residents shall respect and cherish the work achievements of the staff, and keep the corridor of the dormitory "24 hours garbage free". They must dump indoor garbage directly into designated barrels, or take bagged garbage timely to designated garbage room. Please consciously take good care of the greens around the dormitories.

Article 21 Smoking is prohibited in student dormitory according to government regulations on smoking control in public places.

Article 22 Residents shall develop good habits of civilized behavior. Respect each other, be united and friendly, consciously maintain public order, develop good habits of study and life, and do not behave in an uncivilized manner that affects the study and life of others.

Article 23 Business and other associated activities are prohibited in student dormitories. No individuals or organizations will be allowed to hold profit-oriented or fee-collecting activities in student dormitories without the approval of FESSC.

Residents who need to conduct non-business operations of publicity must hang posters or make arrangements in designated area, after obtaining the approval of FESSC.

Chapter 5 Management of Public Facilities

Article 24 Residents shall take good care of public facilities. They must make proper use of water/electricity facilities, doors, windows, furniture, internet and a variety of other facilities and equipment in their dormitory buildings and dwelling rooms. They shall comply with the management and terms of use in public kitchen, activity room and other public places.

Article 25 Furniture used an individual in the dwelling room must be properly kept by the user. Without the consent of the management, no furniture in the dormitories can be dismantled, displaced, or discarded. No furniture from other public places should be moved in and used in a student dormitory.

Article 26 The dormitory management on each campus is entrusted by the university with the task of sorting, counting, checking and repairing dormitory facilities and equipment at irregular intervals. Residents who find any facility or equipment damaged or lost must contact the reception for repair or replacement. Full compensation shall be made for any artificial facility or equipment damage, and the responsible persons must bear the cost for repair or replacement.

Chapter 6 Use of Water and Electricity

Article 27 Residents should save water and electricity, advocate low-carbon life, save energy, reduce emission, and put an end to waste. Residents are required to take the initiative to pay utilities.

Article 28 Residents who are to install and use an electrical appliance with rated power over 200 watts, electrical appliances permitted by the university are excluded, and washing machines, refrigerators with rated power less than 200 watts in the dormitory must make an application and wait for approval from FESSC. High-power electrical appliances (including washing machines and refrigerators) installed and used without written approval of FESSC shall be regarded as illegal electrical appliances.

Article 29 In the use of high-power electric equipment, if there are problems such as conflicts and disputes involving others, they should be coordinated and solved by the applicant. In case of a failure arising when the appliance is in operation (washing machines and refrigerators included), the user must contact the manufacturer or a professional for repair and mustn't dismantle it at will. The loss caused by electrical failure or private maintenance shall be borne by the applicant himself/herself.

Chapter 7 Punishments for Violation

Article 30 Residents shall comply with university disciplines, Regulations on Management of International Student Dormitories at Zhejiang University and other regulations issued by FESSC. Violators will be treated in accordance with relevant articles, and they will be held responsible for economic and legal liability.

Article 31 Relevant division of the university shall be entitled to stop any of the following acts found in the dormitories and give a public reprimand or disciplinary sanction, depending on the seriousness of the case, or even investigate and affix legal responsibilities.

1. Acts that affect public order:

(1) Refusing to cooperate with FESSC in sanitary, disciplinary and safety inspections;

(2) Interfering or preventing the university staff in performing the inspection or management duties of the dormitories according to the laws and regulations (including the university regulations);

(3) Creating disturbances, throwing goods, falling explosive objects;

(4) Excessive drinking, fighting, gambling or gambling in disguise;

(5) Engaging in all gatherings such as profit-making activities and fee-collecting activities without approval;

(6) Raising a pet;

(7) Violation of infectious disease declaration system;

(8) Living off campus without permission;

(9) Other acts that disturb public environment and order.

2. Acts that affect security

(1) Charging the electric bicycle or electric self-balancing scooter in the dormitory and bringing them in the dormitory (including basement and underground parking lot);

(2) Possession and use of illegal electrical appliances including electrical appliances with rated power above 200 watts, washing machines and refrigerators with rated power below 200 watts without the approval of FESSC; heating and cooling equipment in addition to air conditioners and electric fans, such as electric heating pads, hand warmers, heaters and air heaters; all electric heating appliances, such as electric water heater, shoe dryer and electric iron; all water appliances, such as hot water heaters and electric kettles, except the water dispensers provided uniformly; electric rice cooker, microwave oven, electric oven, electric baking pan and other cooking appliances; electrical appliances without China Compulsory Certification or not in line with the latest national safety standards, inferior electrical appliances, non-electrical appliances, and other electrical appliances that are not suitable for use in the dormitory, such as electric bicycles, balance vehicles and their batteries.

(3) Non-standard and unsafe use of electrical appliances, such as leaving the dormitory without cutting off the power supply, using electrical appliances on

combustibles or piling around the combustibles;

(4) Possession or use of the terminal block that does not conform to the latest national safety standards, and use electricity that exceeds the rated power of the terminal block;

(5) Opening strong and weak electricity box without permission; modification, extending strong and weak wire without permission; occupation of public electricity; adjusting the water/electricity meter without permission; unauthorized modification of power distribution equipment;

(6) Violating regulations on fire safety management. Moving, using, damaging and destroying fire fighting, fire control facilities and equipment without authorization. Triggering fire control alarm in the building under non-emergency circumstances. Blocking the fire control passageway and obstructing the fire control passageway;

(7) Use of open fire (such as burning paper or sundries, candles, incense, mosquito repellent incense), use of alcohol furnace, kerosene furnace, cartridge furnace gas tank and other types of open fire appliances;

(8) Storage or use: highly toxic, flammable, explosive, corrosive substances; bacteria or disease specimens of poison; dangerous articles with radioactivity and infectivity;

(9) Dangerous behaviors like climbing the door/window, attic or railing, throwing things from upstairs;

(10) Changing the door lock or adding lock including latch without permission or lending the room key or card to others without permission;

(11) Fire or fire alarm caused by personal belongings or personal behavior;

(12) Other behaviors that affect public security.

3. Behaviors that damage the civilization of dormitory

(1) Exchanging dwelling rooms and beds with other. occupying other bed, or lending or relending the bed to others without permission; refusing to accommodate others or trying to force roommate to move out of the room;

(2) Staying or staying overnight in another student's dormitory room outside the prescribed visiting time, and allowing another person to stay or stay overnight in the student's dormitory room;

(3) Damaging the greening, environmental sanitation and public facilities;

(4) Smoking in dormitory buildings and littering cigarette butts in accommodation areas;

(5) Scrawling over walls and corridors, making the wall dirty and damaged;

(6) Furnishing a dwelling room without permission or driving iron nails or other hard stuff into wall surface. Hanging hooks without permission in the room (if the damages of wall or wardrobe are caused by sticking hooks and paper, they needs to be compensated according to the price).

(7) Pulling rope to dry clothes in corridors and public areas without permission;

- (8) Dumping leftovers into sewage and causing jam;
 - (9) Failing to meet the requirements of dormitory hygiene. Refusing to cooperate with the inspection and supervision of the staff and make corrections;
 - (10) Not caring for the work of others;
 - (11) Acts that discriminate against others;
 - (12) Damaging public property, moving or dismantling furniture and facilities without permission;
 - (13) Cooking in the room;
 - (14) Throwing garbage not according to the provisions of garbage classification;
 - (15) Leaving personal belongings and rubbish at the door, corridor, passageway and other public areas of the dormitory (the responsibility for any damage or loss of belongings should be borne by the residents themselves);
 - (16) Other acts that disturb the civilization of dormitory.
4. Behaviors that disturb others' study or rest
- (1) Speaking loudly or frolicking loudly during self-study or sleeping time;
 - (2) Failure to control the sound volume of electronic audio or video devices late at night with no attention to others' study and rest;
 - (3) Loud voice affecting others;
 - (4) Violating the visitor management regulations;
 - (5) Violation of relevant provisions of the Dwelling Agreement for Students at Zhejiang University;
 - (6) Other behaviors that disturb others' study and rest;
 - (7) Other behaviors in violation of the dormitory dwelling rules of the university.

Article 32

Current residents shall be imposed with punishments in the case of violations of the accommodation regulatory rules on the basis of the severity written warning, and cancellation of on-campus residence qualification. Relevant violations of discipline and law will be reported to the International College. Those who violate Chinese laws will be handed over to relevant departments.

The steps of enforcing the punishment of cancelling the current residents' on-campus residence qualification:

1. FESSC shall deliver a written notice to the residents in a timely manner. If the notice cannot be delivered to residents, the documents shall be considered served on posting the written notice on the door of the resident or sending notifications to the recording email address.

2. The resident should move out within 7 days after receiving the written notice or notification and make a settlement regarding the accommodation fees and water, electricity bills at the reception.

3. In the event that the resident refuses to move out, FESSC shall be entitled to keep the resident from entering the dormitory and assign more than 2 staffs to clean up their personal belongings. Any cost and expenses arising out of

such measures will be borne by the resident.

4. If the student makes a renewed commitment to abide by these rules and the Dwelling Agreement for Students, he/she can go through the accommodation formalities again with the approval of FESSC.

Chapter 8 Supplementary Provisions

Article 33 Supplementary Provisions

These regulatory rules shall be interpreted by FESSC and International College. Issues not covered herein shall be stipulated separately.