**广东工贸职业技术学院**

**国际学生宿舍管理规定**

第一条 所有申请校内住宿的学生按时缴纳宿舍费，由学院统一安排住宿；已安排校内住宿者，不得私自在校外租房住宿。

第二条 确因特殊原因需要转住校外的学生必须办理如下手续，否则学校将作违纪处理，一切责任由本人自负。

1. 由本人向对外交流合作处提交书面申请，写明退宿原因以及留下将入住的地址、联系人及电话；

2. 必须征得在华事务担保人的同意，由担保人出具书面统一信函并留下担保人的联系地址、电话；

3. 经对外交流合作处审核批准，与对外交流合作处签订校外住宿协议书；

4. 到对外交流合作处备案及办理住宿费修改手续。在每学期注册前办理退宿的，可免交住宿费，注册后退宿的住宿费不再退回。

第三条 校内住宿的学生必须在指定的房间、床位住宿，在需要时必须接受管理人员的统一安排和调配，不得私自调换和占用床位。如因特殊情况需调宿者，必须写书面申请，报学院批准后方可调整。未经许可不得进入他人房间；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。

第四条 未经学校同意，留学生宿舍不得留宿非本宿舍人员。

第五条 因学生本人过错被处理退宿以及自动退学、勒令退学和被开除学籍的学生，一律不予退还已交的住宿费。

第六条 暑假、寒假期间，学生离开学校回国、旅游、探亲访友，要在离校前告知宿舍管理人员，并按时回校。假期宿舍人员按照学校及学院相关规定执行。

第七条 学生毕业离校期间要爱护公共财产，做到文明离校，并从毕/结业之日起于规定时间内搬离学生宿舍。如未经同意而继续滞留学生宿舍或在宿舍内存放物品者，因宿舍清扫、维修等原因造成的一切损失由学生本人负责并须按规定交纳其滞留期间的住宿费用。因各种原因搬离宿舍时必须遵守学校的相关规定。个别毕业生因特殊原因不能按规定时间离校者，需由本人申请，由学院统一安排住宿。

第八条 学生未向学校报告而擅自离校超过一个月，学校有权清理其宿舍床位。个人物品代为保管一个月，超过一个月不领取，学校有权处理。

秩序与卫生管理规定

第一条 学生应严格遵守作息制度，自觉按时熄灯就寝。因特殊原因不能及时回宿舍者，凭证件登记后方能进入。

第二条 严禁赌博、酗酒、吸毒、偷窃、打架斗殴等违反中国法律和学校纪律的行为。

第三条 宿舍须保持安静，严禁在楼内大声喧哗、哄闹。在宿舍内使用音响、电脑等应以不干扰他人为前提。

第四条 不准在宿舍内进行推销、传销或其它经商活动。

第五条 爱护公物、节约水电。宿舍设施损坏或无法使用可在宿舍管理人员处登记报修，一般正常损坏由宿舍管理人员安排维修，因使用不当造成门窗、家具、照明以及其它设施损坏者，必须倍偿全部损失。在宿舍做饭时应安全使用炉具，必须按使用说明和有关规定操作。违反操作规定造成事故者，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。对故意损坏宿舍设施者，处以损失价值五至十倍的罚款。

第六条 严禁在宿舍内踢足球、滑旱冰、打排球、打网球等，违者没收运动器材。严禁在宿舍内饲养狗、猫、鸟等宠物。

第七条 共同维护宿舍公共环境卫生，主动参加宿舍公益劳动。保持冲凉房、厕所设施的完善和下水道畅通；禁止乱贴、乱写、乱倒、乱丢、乱吐。屡教不改者参照《广州市市容和环境卫生管理规定》处以50元以上200元以下的罚款。

第八条 学生要搞好宿舍内务卫生，养成良好的卫生习惯。垃圾清扫后倒入垃圾桶内，保持室内及门前走廊的清洁卫生。认真配合、积极参与学校和学院组织的卫生检查评比活动。

第九条 房间内的设施均为公寓内住宿人员设置，禁止带外来人员使用。

第十条 学生宿舍在晚上11点之后禁止大声播放音乐、喧哗等影响他人休息的行为。如有类似行为发生，经宿舍管理人员3次劝阻无效后，学院有权取消其住宿资格，并且限其3日之内搬离宿舍。

第十一条 学生宿舍是各位同学休息生活的地方，并非娱乐、宗教场所。因此宿舍内禁止学生办生日party和礼拜祭祀。多有不便请同学们谅解。

第十二条 为了宿舍消防安全，宿舍内禁止存放和燃放烟花，爆竹等易燃易爆物品，对于屡教不改者学校有权没收其易燃易爆物品，并取消其住宿资格。

第十三条 宿舍禁止学生驾驶、停放摩托车，如有违反将取消住宿资格。

第十四条 在校住宿学生需按时缴纳学期住宿费，未经学校批准，逾期一周内未交齐宿舍费者将失去住宿资格并且立即搬离宿舍。

第十五条 宿舍公共区域禁止堆放私人物品，屡教不改者学校有权处理其堆放的私人物品。

第十六条 在校内住宿的学生未能按期毕业的学生，学校将不继续为其提供宿舍。

附则

第一条 本规定适用于在留学生住宿的所有学生。凡违反本规定者，将视情节轻重给予200-500元罚款或根据《广东工贸职业技术学院学生手册》给予纪律处分。如造成公共财物或他人人身财产损失者，须赔偿全部损失。

第二条 全院师生有责任共同搞好宿舍文明建设，对本规定中未涉及的影响宿舍正常安全、秩序的其它现象，将参照近似条文或有关规定进行处理。学生在宿舍的表现与学生的各类测评相挂钩。

第三条 本规定有学院负责解释和监督执行，自2019年3 月28日起实施。

**Regulations on Dormitory of**

**Guangdong Polytechnic of Industry and Commerce**

1. Students who apply to live in the dormitory will be provided with accommodation only upon paying the dorm fee. Students who already have on-campus housing arranged may not seek off-campus accommodation.

2. Students who wish to live off campus for whatever reason must undergo the following procedures or will otherwise be regarded as having violated regulations and subject to disciplinary measures:

a. Students should apply for moving in writing to the College, including reasons for moving, intended address, contact person, and telephone number.

b. Students should present the leasing contract provided by the property-owner in China and give this person`s contact information.

c. The College will review the request to move. Once approved, students should sign an agreement with the College.

d. Students should report to the College Office to register their new living situation and revise their accommodation payment plan. Students who have completed the moving process prior to registration of the semester do not have to pay any further accommodation fees. Students who complete this procedure at other times will not receive refunds for that semester.

3. Students living in the dormitory should use the assigned room and bed, and should be compliant with arrangements and necessary adjustments made by the building supervisor. Students are not allowed to change or use other beds without approval. Those who need to change or their room or bed for any reason should apply in writing to the College, and may not make any changes until approval is granted. Students may not move to other rooms, exchange or have extra furniture in their rooms, alter or break public dormitory facilities, paint dormitory walls, or get extra furniture which might intrude into their roommates` living space without permission from college.

4. Students are not allowed to have guests stay in their dormitory rooms without permission from the College.

5. Students who cease living in the dormitory due to dismissal, expulsion, or voluntarily leaving the college will not have their accommodation fees returned to them.

6. During holidays including summer and winter vacations, students who wish to travel or leave the dormitory for other purposes should report to the dorm supervisor prior to departure and should return on time. Dorm fee for summer and winter vacations will be charged in accordance with the related rules of GIEC.

7. Upon graduating, students should return all property to the school undamaged and leave the school in a civilized manner. Students should vacate their rooms according to schedule. Students who remain in the dormitory or leave their belongings in their room without permission will be held accountable for additional accommodation fees as well as costs which arise from their rooms being inaccessible for cleaning during that time. Moving out of the dorm should be done in accordance with school regulations. Students who require use of their dormitory room beyond the scheduled time should apply for this to the College, and if approved, they should abide by whatever arrangements are made by GIEC at that time.

8. For students who leave school over one month without reporting to the College Office, GIEC has the right to rearrange his/her room and handle his/her belongings in case they are not acclaimed for after one-month keeping.

**Regulations on Order and Cleanliness**

1. Students should abide by the rules for study and rest in the dormitory and should respect the regulated dormitory sleeping hours. Students who return to the dormitory late for whatever reason must register upon entering with proper identification.

2. Gambling, excessive drinking, drug use, thievery, fighting, and other actions in violation of Chinese laws and/or GIEC regulations are strictly forbidden.

3. Students should keep noise at a low level in the dormitory and refrain from making a racket. Students who use speakers, computers, or other acoustic equipment must take care not to disturb others.

4. Selling, milt-level marketing, and other commercial activities are prohibited in the dormitory.

5. Students should not be wasteful of electricity and water and should take care of dormitory materials. If something in the dormitory is broken, it should be reported to the front office for repair. If dorm facilities are broken due to improper use, the person responsible must compensate for all damages. If equipment is broken due to improper use, the person responsible must compensate for all damages. Disciplinary action or even legal action may be taken if there are serious consequences due to the improper usage. Those who intentionally damage dormitory facilities will be fined five to ten times the cost of the damage.

6. Students may not skate, paly football or basketball, or do any other sports activities in the dorm. Those who do will have equipment confiscated. Pets and animals are not allowed in the dorm.

7. Students should maintain a clean environment and keep take care of dorm facilities. Faucets and toilets should be kept in working order and drains kept unobstructed. Graffiti, littering, spitting, throwing things, and posting flyers outside of permitted locations is forbidden. Those who violate these rules will be fined 50-200 Yuan in accordance with the ‘Regulations on Environmental Cleanliness in Guangzhou’.

8. Students should keep their living space and common areas clean. Rubbish should be placed in garbage cans, rooms and passageways should kept tidy, and all students should be for cleanliness inspections held by GIEC and the College.

9. The facility in the bathe, and the kitchen for students use, and the laundry all serve for the resident students, the rest are forbidden to use.

10. Students should keep quiet after 11:00PM in the dormitory. Playing music, making loudly noise and bothering others is forbidden. Those who violate these rule will be expelled from the college.

11. Dormitory is not an entertainment or religion place, so holding birthday party and religious activities is forbidden. We apologize for any inconvenient to you caused by this.

12. For dormitory fire safety, storing and setting firework in the dormitory. Those who violate these rule will be expelled from the dorm.

13. Driving the moto bike in the campus and parking motor bike in campus, those who violate the rule will be expelled from the dorm.

14. Students who live in dormitory is necessary to pay dormitory fees on time. Without the school`s permission, those who are overdue of more than one week to pay the dormitory fees will lose their qualifications to live in the dormitory and have to move out of their dormitory immediately.

15. Do not place personal belongings in the public area of dormitory, if refuse to mend this behavior after repeated criticisms, the school has the right to dispose all the belongings.

16. Students who live in dormitory but fail to graduate, the school will not continue to provide dormitory for them.

**Supplementary Comments**

1. The rules above pertain to all students living in the international student dormitory on the south campus. Those who violate rules will be subject to fines of 200-500 Yuan and be punished in accordance with the ‘The Student Handbook of Guangdong Polytechnic of Industry and Commerce’. Students who are responsible for the loss of damage of public property or the property of others must compensate for all expenses.

2. All staff and students in the School of College are responsible for creating a pleasant dormitory environment. Those who commit acts which interrupt dorm security and order will be disciplined accordingly. Students` behavior has bearing on their overall assessment.

3. The right of administering and interpreting the details of these regulations belongs to the School of the College. They are effective from