

# **International Student Accommodation Regulatory Rules at Shanghai Jiao Tong University**

## **Chapter I General Provisions**

### Article 1 Purposes and Basis

With a view to ensuring a favorable environment for teaching, learning and living for international students, and safeguarding the legitimate rights and interests of Shanghai Jiao Tong University (hereinafter referred to as SJTU) and the international students, the regulatory rules are formulated in accordance with the pertinent laws, rules and regulations, including the International Students Management Provisions and Student Dormitory Management Procedures at SJTU in the light of the actual circumstances of SJTU.

### Article 2 Scope of Application

These regulatory rules shall apply to those international students living on campus at SJTU. International students as used in these regulatory rules refer to the current international students at SJTU who are not identified as Chinese nationals according to the Nationality Law of the People's Republic of China.

### Article 3 Basic Principle

The basic principle guiding the administration of the international student accommodation is regulating the service management so as to create a favorable and secure living environment for international students.

## **Chapter 2 Management System**

### Article 4 Management System

International student apartments at SJTU are subject to co-management of the Office of SJTU's Assets and Laboratories (Hereinafter referred to as OSAL) and Office of Student Affairs.

### Article 5 Responsibilities of the OSAL

In terms of the international student apartments management, the OSAL is responsible for the overall management of the house property, price setting, major repairs, indoor facilities purchasing, etc. The property management agency is decided by the OSAL and the Office of Student Affairs, and a contract should be signed by three parties.

### Article 6 Responsibilities of the Office of Student Affairs

The responsibilities of Office of Student Affairs include (but not limited to) the international students' housing application, housing allocation, check-in, daily running, oversight and management of the working staff at the apartments, and the development and maintenance of the online housing information system for international students. The specific work is performed by the International Student Service Center.

#### Article 7 Responsibilities of the Property Management Agency

The property management agency is responsible for the property management of the international student apartments at SJTU, including maintenance and repair of the facilities and equipment, and assigning workers to handle matters related to accommodation and provide property service where necessary.

### **Chapter 3 Procedure for Accommodation**

#### Article 8 Basic Procedure

The basic procedure for accommodation is “making reservations in advance—booking on line—selecting the room—prepaying the housing fees—signing the housing contract”. The international students living on campus shall check in and out as the lease term specified in the housing contract. The priority shall be given to new arrivals for the first year and the availability of the vacant rooms for current international students is not guaranteed after their first year at SJTU.

#### Article 9 Reservations

International students should make on-line reservations for residence by logging in the specified website. All the reserved rooms shall be kept available until the 15th day after the day of enrollment (The specific date is subject to the notice of the online booking system). No accommodation arrangements shall be made in principle for those who fail to make reservations.

#### Article 10 Housing Fees

International students shall complete the payment of housing fees upon making reservations by following the payment instructions. The housing fees are charged based on the International Student Lodging Fees at SJTU. Additionally, the deposit charged by SJTU varies on the basis of living conditions.

#### Article 11 Check-in

International students may check in 3 days prior to the registration date published by SJTU (during working days). And international students shall check in within 15 days after the registration date. Before check-in, a housing contract shall be signed by the international students and SJTU. The duration of the contract may not exceed the period of validity of the visa. This housing contract is available in both English and Chinese edition in duplicate. If there is any inconsistency or ambiguity between the English version and the Chinese version, the Chinese version shall prevail.

In the event that international students can not check in for personal reasons, applications shall be submitted to SJTU prior to the commencement date of the housing contract, requesting SJTU to return the housing fees. Otherwise, international students shall pay housing fees of 15 days to SJTU.

If international students intend to extend the housing contract, they shall make such extensions online and complete on-line payment of housing fees. International students may move in upon signing the housing contract for extension. All the current

residents should respect others' religious beliefs.

#### Article 12 Group Move-in

Schools and departments at SJTU shall inform International Student Development Center of the demand of international students for group move-in. The responsibilities of the group leader are as follows: organizing group members to make online reservations, pay for housing fees and sign the housing contract; providing timely help as to the service concerning water, electricity, the internet, the student ID card, etc.

#### Article 13 Housing Registration

Those international students who live on campus shall get registered upon check-in with the passport, visa and housing contract, followed by the verification of SJTU and submission of the registration to the public security authorities.

Those international students who live off campus shall go to the International Student Service Center for filing within the first working day after arrival. And off-campus housing registration shall be completed at the local public security authority with the valid passport, visa and renting contract.

International students are required to re-register timely in the following cases: changes of residence locations; the extension and the renewal of the passport and visa.

#### Article 14 Check-out

International students shall check out within three days after the lease term expires or the housing contract comes to termination, and return the key(s) or entrance card(s). The acceptance inspection of the room, attached facilities and properties will be performed by the apartment management division. Where attached facilities and properties suffer a loss, the liability to pay compensation shall be assumed by international students, which may be paid by deducting from the deposit. In case the deposit is not sufficient to cover the loss, additional compensation should be paid to SJTU. In the case of no damages, the apartment management division will return the deposit in full to the international students.

If international students intend to check out prior to the expiration date of the housing contract, written applications shall be submitted to SJTU at least 30 days before check-out. As of the check-out day, the housing contract shall come to dissolution. If the applications are submitted less than 30 days before check-out, international students shall pay the housing fees of 5 days to SJTU. If international students are not to live in the room for more than 60 consecutive days during the lease term, they shall check out in advance, and the housing contract shall come to dissolution as of the check-out day.

In the case that international students fail to check out 3 days after the expiration date, SJTU shall be entitled to duly take necessary measures to have them out of the room, and any cost and expenses arising out of such measures will be borne by international students.

### **Chapter 4 Residence Management**

#### Article 15 Residence Management

International student apartments are managed based on the housing terms regarding the security check, cleaning, and maintenance. Visitors and guests are required to register at the entrance. International students shall move in the assigned room and use the assigned bed upon check-in, and no changes without permission are allowed. Permissions from the International Student Service Center are required if international students are in the need to move to another room for special reasons such as maintenance.

#### Article 16 Registry for Visitation

Visitors and guests are permitted from 8:00—23:00 upon registry with valid ID cards. Unregistered guests are not allowed to stay inside the international student apartments. Any visitation during the unscheduled time is prohibited.

#### Article 17 Security Check

International students may use the electrical appliances (800W or lower) with China Compulsory Certification certifications when the appliances are watched. The apartment management division shall perform regular security check and are duly entitled to take necessary measures in the case of violations to the regulatory rules and safety hazards.

#### Article 18 Cleaning

International students are expected to create a clean environment and carefully use the attached facilities inside the apartments. No personally belongings are allowed in the public area (any area outside the room). The apartment management division is duly entitled to have the residents put away their personal belongings in the public area. In the case of denial or unidentified belongings placed in the public area for more than 3 days, the management staff is entitled to dispose the belongings in the public area.

#### Article 19 Maintenance

All faults requiring repair or replacement should be reported to the apartment management staff. And the property management agency should timely provide the maintenance service as contracted. Those international students liable for any damages to the attached facilities shall assume the responsibility to pay the cost of maintenance.

### **Chapter 5 Punishments for Violation**

#### Article 20 Violation

International students living on campus are obliged to abide by the laws and regulations in China and the applicable rules at SJTU. Any illegal behavior stipulated in the laws, rules and regulations is prohibited in the apartment. Actions in violation of the rules and laws include but are not limited to:

1. Any illegal activities and crimes during the stay in the apartment;
2. Any actions hindering SJTU working staff from performing their duties via

avoidance, concealment, resistance, obstruction, etc.

3. Any violations to the relevant laws and regulation regarding the passport, visa and residence management; unlawful residence according to the laws and regulations in China;

4. Re-decoration inside the apartment, altering and/or damaging the structure and function of the room;

5. Any actions breaching of the fire safety management rules and causing the fires and other actions resulting in damages to the attached facilities;

6. Smoking in the apartment, throwing goods out of the apartment, spitting, keeping pets, not parking at the specified places, and other actions harmful for the favorable living environment;

7. Intended or unintended misconducts leading to damages to public property or others' personal belongings;

8. Using the room and attached facilities for commercial business, such as renting, repairing and goods selling; transferring the room or bed to others without permission;

9. Moving to another room without permission; lending the keys to others, changing the locks and/or adding locks without permission;

10. Making excessive noise; creating public disorder, thus putting other residents in trouble;

11. Distributing, posting or hanging publicity materials in public areas without permission;

12. Keeping visitors inside the apartment by breaching the rules of visitation management;

13. Religious gatherings and the missionary activities in various forms;

14. Other activities deemed as violating the rules and/or laws by SJTU.

#### Article 21 Punishments

Current international student residents shall be imposed with punishments in the case of violations of the accommodation regulatory rules on the basis of the severity: written warning, name and shame, and cancellation of on-campus residence qualification.

Those residents who are alleged to violate the rules and regulations are subject to the relevant unit at SJTU in accordance with the Punishment Rules for Violations of Regulations at SJTU and other applicable provisions. Where damages are caused to the public property or others' legal rights and interests due to the violation of the rules, the liability to pay the compensation shall be assumed by the international students acting in violation of the laws and regulations.

#### Article 22 Procedure for Punishment Enforcement

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

1. The apartment management division shall deliver a written notice to the international student(s) in a timely manner. If the notice can not be delivered to the

international student(s), the delivery shall be deemed to made on posting the written notice on the door(s) of the international student(s).

2. The international student(s) should move out within 7 days after receiving the written notice and make a settlement regarding the housing fees at the International Student Service Center.

3. In the event that the international student refuses to move out, the apartment management division shall be entitled to keep the international student(s) from entering the apartment and assign more than 2 workers to clean up the personal belongings. Any cost and expenses arising out of such measures will be borne by the international student(s).

### **Chapter 6 Supplementary Provisions**

#### **Article 23 Supplementary Provisions**

These regulatory rules shall be interpreted by the OSAL and Office of Student Affairs. These rules shall go into effect as of the date of promulgation.

If there is any inconsistency or ambiguity between the English version and the Chinese version, the Chinese version shall prevail.