

# 上海交通大学国际学生公寓住宿管理办法 (修订版)

## *International Student Accommodation Regulatory Rules of Shanghai Jiao Tong University (Revised)*

### 第一章 总 则

#### Chapter One: General Provisions

##### 第一条 制定目的和依据

为深入贯彻《学校招收和培养国际学生管理办法》（教育部、外交部、公安部令第42号）和《来华留学生高等教育质量规范（试行）》（教外〔2018〕50号），维护学校正常的教育教学秩序和生活秩序，为国际学生提供良好的学习生活环境，保护学校和国际学生的合法权益，同时依据《上海交通大学国际学生管理规定》《上海交通大学学生宿舍管理办法》，结合我校实际情况，制定本办法。

##### **Article 1 Purpose and Basis of Formulation**

These rules are formulated to thoroughly implement *the Administrative Rules for the Enrollment and Cultivation of International Students by Schools* (Order of MoE, MFA, MPS No. 42) and *the Higher Education Quality Standards for International*

*Students in China (Trial)* (MoE [2018] No. 50), aiming to maintain the normal educational and living order of the university, provide a good study and living environment for international students, protect the legal rights and interests of the university and international students. And in accordance with the *International Student Regulatory Rules of Shanghai Jiao Tong University* and the *Student Accommodation Regulatory Rules of Shanghai Jiao Tong University* (hereinafter referred to as SJTU or the university), and in line with the actual situation of the university, these rules are made.

## 第二条 适用范围

本办法适用于入住我校国际学生公寓的国际学生。本办法所称国际学生，是指根据《中华人民共和国国籍法》的规定，不具有中国国籍且在我校接受教育的外国学生。

## **Article 2 Scope of Application**

These rules apply to international students residing in the international student apartments of the university. The term *international students* as mentioned in these rules refers to foreign students who do not hold Chinese nationality and are receiving education at SJTU, in accordance with the Nationality Law of the People's Republic of China.

### **第三条 基本原则**

国际学生公寓住宿管理的基本原则是规范服务管理，为国际学生提供安全有序、整洁舒适的居住环境。

### **Article 3 Basic Principles**

The basic principles of the management of accommodation in international student apartments are to standardize service management and provide a safe, orderly, clean and comfortable living environment for international students.

## **第二章 管理体制**

### **Chapter 2 Management System**

#### **第四条 管理体制**

上海交通大学国际学生公寓由上海交通大学资产管理与实验室处（以下简称“资实处”）与学生处共同管理。入住公寓的国际学生应当遵守法律法规和校纪校规，配合学校管理。

#### **Article 4 Management System**

The international student apartments of SJTU are jointly managed by the Office of Asset Management and Laboratory (hereinafter referred to as OAML) and the Students Affairs Steering Committee (hereinafter referred to as SAC) of SJTU. International students residing in the apartments shall comply with laws, regulations, and university rules and cooperate with the university's management.

## **第五条 资实处职责**

资实处负责国际学生公寓房产资源的统筹管理、公寓定价、公寓大修、公寓内基本设施和标准用品的采购配备等。资实处与学生处共同选聘物业管理公司，并签订双甲方协议。

### **Article 5 Responsibilities of OAML**

OAML is responsible for the overall management of the property resources of the international student apartments, setting apartment prices, renovation, procurement, and provision of basic facilities and standard items in the apartments. OAML and SAC jointly select and appoint a property management company and sign a triparty agreement.

## **第六条 学生处职责**

学生处负责国际学生住宿申请、调配、入住及日常管理，负责楼栋工作人员的监督和管理，负责对国际学生住宿管理信息系统的开发和维护。具体工作由学生处留学生服务中心承担。

### **Article 6 Responsibilities of the SAC**

SAC is responsible for the application, allocation, check-in, and daily management of international student accommodations. It oversees and manages the staff in the apartments and is responsible for the development and maintenance of the information system of

international student accommodation. Specific tasks are undertaken by the International Student Service Center (hereinafter referred to as ISSC) under SAC.

### **第七条 物业管理部门职责**

受学校委托的物业管理单位具体负责各校区国际学生公寓的物业管理工作,包括国际学生公寓区各类生活服务设施及设备的维护、维修或维修协调工作;根据需求,为每栋公寓配备管理人员,处理住宿相关事务,提供物业服务等。

### **Article 7 Responsibilities of the Property Management Unit**

The property management unit entrusted by the university is specifically responsible for the property management of international student apartments across various campuses. This includes maintaining and repairing (or coordinating repairs of) various living service facilities and equipment in the international student apartment area, assigning management personnels to each apartment building to handle accommodation-related affairs and provide property management services in need.

## **第三章 权利与义务**

### **Chapter 3 Rights and Obligations**

#### **第八条 权利**

国际学生在校住宿期间依法享有下列权利：

- （一）全日制国际本科生、国际研究生以及交流交换生，享有住宿申请权；
- （二）正常使用国际学生公寓区内提供的各种资源；
- （三）中国相关法律法规规定的其他权利。

### **Article 8 Rights**

International students have the following rights during their on-campus accommodation period:

1. Full-time international undergraduates, graduate students, and exchange students have the right to apply for accommodation.
2. The right to use various resources provided within the international student apartment area.
3. Other rights stipulated by relevant laws and regulations of China.

### **第九条 义务**

国际学生在校住宿期间依法履行下列义务：

- （一）遵守中华人民共和国宪法、法律、法规；
- （二）遵守学校各项管理制度；
- （三）遵守学生行为规范，尊重公寓管理人员；
- （四）中国相关法律法规规定的其他义务。

### **Article 9 Obligations**

International students shall fulfill the following obligations during

their on-campus accommodation period:

1. Comply with the Constitution, laws, and regulations of the People's Republic of China.
2. Adhere to various management systems of the university.
3. Observe student conduct standards and respect the apartment management staff.
4. Other obligations stipulated by relevant laws and regulations of China.

## 第四章 住宿流程

### Chapter 4 Accommodation Process

#### 第十条 基本流程

国际学生公寓住宿采取“提前开放预订、自主选择房间、预交全额房费、签订住宿合同”的办法，入住的国际学生应当按照住宿合同所规定的住宿期限办理入住和退房手续，履行住宿合同所规定的各项权利义务。住宿合同所规定的住宿期限不得超过预订时学生所持有签证的有效期。住宿合同以中文版本为准。

学校不保证所有国际学生的校内住宿需求，根据校内住宿资源情况，优先接受入校第一年的预订申请。

#### Article 10 Basic Process

The accommodation process for international student apartments involves “advance reservation, self-selection of rooms, prepayment

of the full room fee, and signing of the accommodation contract.” International students shall check in and out according to the accommodation period specified in the contract and fulfill the rights and obligations stipulated therein. The accommodation period specified in the contract must not exceed the validity period of the visa held by the student at the time of reservation. The contract is subject to its Chinese version.

The university does not guarantee on-campus accommodation for all international students. Based on available on-campus accommodation resources, the priority is given to first-year students' reservation applications.

### **第十一条 预订**

申请校内住宿的国际学生应当按规定在指定的网上申请系统预订宿舍。国际学生公寓应当按指定周期预订（即完整预订春季学期、秋季学期、寒暑假等）。成功预订订单一般保留至住宿合同所规定入住首日后15天（或按预订时相关通知）。未成功预订的学生原则上不予安排校内住宿。在选择双人间时，应当考虑并尊重室友的生活习惯。

### **Article 11 Reservation**

International students applying for on-campus accommodation shall reserve dormitories through the specified online application system.



Reservations shall be made for designated periods (e.g., the entire spring semester, fall semester, winter, and summer vacations). Reserved orders are generally held until 15 days after the first day specified in the accommodation contract (or subject to relevant notices at the time of reservation). Generally, students without a successful reservation will not be arranged for on-campus accommodation . When choosing double rooms, students should consider and respect their roommate's lifestyle.

## **第十二条 缴费**

(一)国际学生预订宿舍时应当按照学校公布的收费标准和收费办法提前全额缴纳住宿费。收费标准以资实处公布的《上海交通大学国际学生公寓住宿费标准》为准。国际学生(含各类奖学金生)应当全额完成缴费后方可办理入住。学校将根据不同宿舍条件收取住宿押金。

(二)国际学生在住宿期间应当根据规定足额缴纳水电费。水电费由学校水电管理部门代为收缴。

## **Article 12 Payment**

1. International students shall pay the full accommodation fee in advance according to the fee standards of SJTU and payment methods when reserving dormitories. Fee standards are based on the *International Student Accommodation Fees at SJTU* issued by

OAML. International students, including scholarship recipients, shall complete the payment before checking in. The university will collect a deposit for accommodation based on different dormitory conditions.

2. During their stays, international students shall pay the full water and electricity fees as stipulated. These fees are collected by the university's water and electricity management department.

### **第十三条 入住**

新生（首次报到学生）最早入住时间为学校公布的报到日当天，老生（非首次报到学生）最早入住时间为学校公布的报到日前3天，最晚为报到日后15天（以预订时相关通知为准）。入住前，国际学生应当按规定完成注册报到并办理住宿登记。国际学生应当入住住宿合同约定的房间和床位。

### **Article 13 Check-in**

New students (first-time enrollees) may check in at the earliest on the registration day published by the university. Returning students (not first-time enrollees) may check in up to 3 days before the registration day and no later than 15 days after (or subject to the relevant notices at the time of reservation). Before checking in, international students must complete semester registration and accommodation registration as required. Students shall occupy the

room and bed stipulated in the accommodation contract.

#### **第十四条 退费**

成功预订的国际学生，因个人原因放弃入住的，可以申请退还房费。在住宿合同生效前申请的，退还全部房费；在住宿合同生效后申请的，应当提前至少 3 天通过邮件或书面方式向留学生服务中心提出申请。退费金额为已支付金额与已产生住宿费用的差额，收费标准按短期住宿价格执行。

#### **Article 14 Refund**

International students who have successfully reserved a dormitory but choose not to check in for personal reasons can apply for a refund of the room fee. If the application is made before the accommodation contract becomes effective, the full room fee will be refunded; if applied after the contract becomes effective, the application shall be submitted at least 3 days in advance via email or in writing to the ISSC. The refund amount will be the difference between the amount paid and the accommodation fees incurred, with the fee standard based on short-term accommodation prices.

#### **第十五条 团队入住**

各院系、单位应当按规定向留学生发展中心提交国际学生团队校内住宿需求。留学生服务中心根据校内住宿资源情况进行审

核。审核通过后，由团队负责人组织学生住宿预订、预付房费并签订住宿合同。团队负责人应及时为学生协调水电、网络、校园卡等相关生活保障资源。

### **Article 15 Group Check-in**

Schools, function departments of SJTU shall submit the on-campus accommodation applications of international student groups to the International Student Center as required. ISSC will review these applications based on available on-campus accommodation resources. After approval, the team leader shall organize the students' accommodation reservation, prepayment of room fees, and signing of the accommodation contract. The team leader shall timely coordinate resources for water, electricity, internet, and campus cards for the students.

### **第十六条 宿舍变更**

（一）因学校整体教学科研布局变化、住宿规划调整、学生公寓修缮等因素导致必须住宿变更的，涉及区域的国际学生应当积极配合学校进行住宿调整；

（二）国际学生预订宿舍后，在住宿合同期间原则上不得换房；

（三）国际学生因个人、环境等因素确需调换宿舍的，应当由本人提出申请，经所在学院审批后，由留学生服务中心根据校

内住宿情况进行审核和调换。

### **Article 16 Dormitory Change**

1. If there is a need for accommodation change due to changes in the university's overall teaching and research layout, adjustments in accommodation planning, or dormitory renovations, international students in the affected area shall actively cooperate with the university for accommodation adjustments.
2. International students shall generally not change rooms during the accommodation contract period after reserving a dormitory.
3. If international students have a genuine need to change dormitories due to personal or environmental factors, they shall file an application. After approval by their respective schools or departments, ISSC will review and facilitate the change based on on-campus accommodation availability.

### **第十七条 退宿**

（一）根据住宿合同约定的住宿期限，国际学生住宿期满，应当至物业管理部门办理退宿手续。退宿时，国际学生应当将所有个人物品搬离，并向物业管理部门确认退房、交还钥匙或门卡。物业管理工作人员应当检查宿舍内家具设备。如有损坏，学生应当赔偿，赔偿标准按物业管理部门有关规定执行；

（二）因毕业、结业、退学、转学等原因学籍终止或学习期

限已满的国际学生，其校内住宿资格即告终止。学生应当在校内住宿资格终止后的7天内主动办理退宿手续并将所有个人物品搬离；

（三）已办理休学手续的国际学生，其校内住宿资格即告中止，应当在校内住宿资格中止后的7天内主动办理退宿手续并将所有个人物品搬离公寓；

（四）对于住宿合同到期超过3天未办理退宿并搬离个人物品的国际学生，学校可以采取必要措施协助其搬离。由此产生的费用由学生本人承担；

（五）国际学生退宿时应当遵守中国法律法规和学校各项管理制度，文明离校。

## **Article 17 Check-out**

1. According to the accommodation contract's stipulated accommodation period, when the accommodation period for international students expires, they shall go to the property management unit to complete the check-out procedures. International students shall remove all personal belongings and confirm the return of keys or access cards to the property management unit by check-out. Property management staff shall inspect the furniture and equipment in the dormitory. Any damages shall be compensated by the student, with compensation standards determined according to relevant regulations of the

property management unit.

2. International students whose student status is terminated due to graduation, completion of studies, withdrawal, transfer, or whose study period has expired, will have their on-campus accommodation eligibility terminated. These students shall actively complete the check-out procedures and remove all personal belongings within 7 days after the termination of their on-campus accommodation eligibility.
3. International students who have applied for leave of absence will have their on-campus accommodation eligibility suspended. They shall actively complete the check-out procedures and remove all personal belongings within 7 days after the suspension of their on-campus accommodation eligibility.
4. For international students who fail to complete the check-out procedures and remove their personal belongings for more than 3 days after the accommodation contract has expired, the university may take necessary measures to assist them in moving out. The expenses incurred will be afforded by the student.
5. During the check out, international students shall comply with the laws and regulations in China and the various management rules of the university and conduct themselves in a civilized manner.

## 第五章 住宿管理

### Chapter 5 Accommodation Management

#### 第十八条 门禁管理制度

各公寓楼大门设管理员或值班员，负责查验出入人员身份。公寓严格使用门禁系统，住宿国际学生应当通过校园卡、人脸识别等认证方式进出公寓楼。

#### Article 18 Access Control System

Each dormitory building shall have an administrator or duty officer responsible for verifying the identity of persons entering and exiting. The dormitory shall utilize an access control system, and international students residing in the dormitory shall enter and exit the dormitory building through authentication methods such as campus cards and facial recognition.

#### 第十九条 访客登记制度

(一) 国际学生公寓实行访客登记制度。访客凭本人有效身份证件在物业管理部门登记后，可以进入公寓一楼公共区域。访客不得进入公寓住宿区；

(二) 入住公寓的国际学生不得容留任何非本楼住宿人员在公寓内住宿；

(三) 访客和被访人应当遵守学校各校管理制度，配合物业管理部门工作，共同维护公寓安全。访客对公寓内公共安全、设



施设备、住宿人员人身财产产生威胁或伤害的，学校将依法依规对访客、被访人或其他相关人员追究法律责任。

### **Article 19 Visitor Registration System**

1. The international student dormitory implements a visitor registration system. Visitors who present valid identification documents and register with the property management unit are allowed to enter the public area on the first floor of the dormitory building. Visitors are not allowed to enter the accommodation area of the dormitory.
2. International students residing in the dormitory are not allowed to accommodate anyone who does not reside in the same building in the dormitory.
3. Visitors and the hosts shall comply with the various management regulations of the university, cooperate with the property management unit, and jointly maintain the safety of the dormitory. If visitors pose a threat or harm to the public safety, facilities and equipment in the dormitory, or the personal property and safety of residents, the university will, in accordance with the law and regulations, hold visitors, hosts, or other relevant persons legally liable.

### **第二十条 住宿登记制度**

(一) 入住公寓的国际学生，入住前应当凭有效个人身份证件和入境签证、住宿合同办理住宿登记，学校核查后依法向公安机关备案；

(二) 如发生宿舍变更、个人身份证件和签证信息变更等情形，国际学生应当及时办理住宿登记变更手续。

## **Article 20 Accommodation Registration System**

1. International students who check in to the dormitory shall register their accommodation in advance with valid personal identification documents, entry visas, and accommodation contracts. After verification by the university, the information shall be filed with the public security authorities.
2. In the event of changes in dormitory assignments or changes in personal identification documents and visa information, international students shall promptly complete the accommodation registration change procedures.

## **第二十一条 安全检查制度**

(一) 为及时发现和消除公寓内部消防隐患，维护公寓公共卫生和在住人员健康，国际学生公寓实行安全检查制度。学校相关部门或物业管理部门定期对国际学生公寓公共区域和宿舍进行安全检查。住宿学生应当予以配合，不得以任何理由妨碍安全检查。学校相关部门或物业管理部门应当以适当方式提前告知在

住学生安全检查时间。执行安全检查时，应当至少有2名工作人员，并遵守必要的礼仪规范；

（二）国际学生应当主动知晓楼内各种消防设施的位置和使用方法，参与或配合学校组织的消防演习。住宿在配有电梯的公寓楼的学生应当知晓电梯发生故障时的正确处置方式；

（三）严禁在公寓内使用电炉、热得快、电热壶、电热毯、取暖器、电磁炉等加热设备，寝室无人时应关闭室内用电设备。

### **Article 21 Safety Inspection System**

1. In order to promptly discover and eliminate fire hazards within the dormitory, maintain the public hygiene of the dormitory, and ensure the health of residents, the international student apartments implement a safety inspection system. Relevant departments of the university or the property management unit regularly conduct safety inspections of the common areas and dormitories of the international student apartments. Accommodating students shall cooperate and may not hinder safety inspections for any reason. The relevant departments of the university or the property management unit shall inform the residents of the safety inspection time in advance in an appropriate manner. During safety inspections, there shall be at least 2 staff members present, and necessary etiquette standards shall be observed.

2. International students shall actively familiarize themselves with the location and usage of various fire-fighting facilities in the building and participate in or cooperate with fire drills organized by the university. Students residing in dormitory buildings with elevators shall be aware of the correct procedures in case of elevator malfunctions.
3. The use of electric stoves, water heaters, electric kettles, electric blankets, heaters, induction cookers, and other heating devices is strictly prohibited in the dormitory. When no one is in the dormitory room, electrical appliances shall be turned off.

## **第二十二条 公共环境及内务管理**

(一)国际学生应当保持公寓公共区域本人宿舍的环境整洁，爱护楼内设施设备。本人宿舍以外的区域为公共区域，公共区域严禁堆放个人物品。对于放置在公共区域的个人物品，物业管理部门有权要求学生尽快清理。如学生拒绝清理或无法确认物品所有人且堆放时间超过1天的，物业管理部门有权进行清理；

(二)为即时清理和消除公寓内部安全隐患、维护公寓卫生情况，楼栋管理人员将定期对本楼学生寝室进行卫生巡检，住宿学生应当予以配合，不得以任何理由予以阻扰；

(三)楼栋管理人员需提前告知或在醒目位置提示在住学生卫生巡检时间，如果当时寝室内无人，公寓管理人员必须至少两

人同时进入寝室且应当遵从必要的规范和礼仪；

（四）因装修、公共设施改善等工程实施而需要对相应公寓及楼栋进行改造的，学生须予以配合。

## **Article 22 Public Environment and Internal Management**

1. International students shall keep the common areas of the dormitory and their own dormitory rooms clean and take care of the facilities and equipment in the building. Areas outside their own dormitory rooms are considered common areas, and personal belongings shall not be piled up in these areas. The property management unit has the right to request students to clear personal belongings placed in common areas as soon as possible. If students refuse to clear them or cannot confirm the owner of the items and they have been left there for more than 1 day, the property management unit has the right to clear them.
2. In order to promptly clean and eliminate internal safety hazards in the apartment and maintain the cleanliness of the apartment, dormitory management personnel will conduct regular hygiene inspections of student dormitories in the building. Accommodating students shall cooperate and may not hinder the inspections for any reason.
3. Dormitory management personnel must inform or prominently display the hygiene inspection time to the residents in advance. If

there is no one in the dormitory room at that time, at least two people from the dormitory management team must enter the room simultaneously and follow necessary standards and etiquette.

4. Students shall cooperate when renovations or improvements of public facilities in the dormitory or building are required.

### **第二十三条 维修**

当公寓内配置的设备设施需要维修或者更换时，入住国际学生可以向物业管理部门报修。物业管理部门应当及时进行维修更换或协调报修。因入住国际学生人为造成的损坏，维修更换费用应当自行承担。入住国际学生应当对修缮、更换设施设备等工程予以配合。

### **Article 23 Maintenance**

When equipment and facilities within the dormitory need maintenance or replacement, accommodating international students can report the issue to the property management unit. The property management unit shall promptly carry out repairs or coordinate repairs. Repair or replacement costs caused by the deliberate damage of resident international students shall be afforded by the students themselves. Accommodating international students shall cooperate with repair, replacement, and other related projects.

## 第六章 违规处罚

### Chapter 6 Penalties for Violations

#### 第二十四条 违规行为

根据中国法律法规和校纪校规，入住国际学生严禁在公寓内从事国家法律法规和校纪校规规定的禁止行为。包括但不限于以下违规行为：

- （一）在公寓内住宿期间，从事违法犯罪活动；
- （二）以逃避、隐匿、抗拒、阻拦等方式妨碍学校工作人员正当开展工作；
- （三）违反护照、签证、住宿管理登记规定，或违反国家法律法规，构成非法居留；
- （四）在公寓内私自装修，破坏、改变房屋结构和功能；
- （五）违反消防安全管理制度，造成安全隐患或导致公寓内出现火情、火灾以及其它导致设备设施损坏行为；
- （六）在楼栋内吸烟、楼栋公共区域饮酒、向楼外抛洒或投掷物品、吐痰、饲养和携带宠物、不按照指定位置停放车辆等破坏环境卫生，影响公寓正常居住生活环境的行为；
- （七）因故意或过失导致公共财物或他人财物损失；
- （八）利用公寓房间和设施从事租赁、修理、销售等经营活动，私自转让、出租床位或将房间给他人使用；
- （九）未经批准私自调换房间，私自将钥匙转借他人、更换门锁或另加门锁；

(十) 藏有法定违禁物品或危险物品(如易燃、易爆、易腐蚀、剧毒、放射性物品、细菌和病毒标本等)、赌博或为赌博提供条件、酗酒闹事、打架斗殴等违法行为;

(十一) 滋扰他人正常学习、生活(如在楼内溜冰、玩球、高声喧哗、摔瓶子、放鞭炮等);

(十二) 制造噪音污染, 扰乱公共秩序, 影响他人学习、休息;

(十三) 未经批准私自在公共区域悬挂、散发、张贴各种宣传品;

(十四) 违反来访人员管理制度, 在公寓内容留非本楼人员;

(十五) 各种形式的传教及举办宗教聚会等活动;

(十六) 将电瓶车或车用电瓶带进楼内存放或充电;

(十七) 其它经学校确认为严重违规行为。

## **Article 24 Penalties for Violations**

In accordance with the laws and regulations in China, as well as the rules and regulations of the university, it is strictly prohibited for international students residing in the dormitory to engage in prohibited activities as stipulated by national laws and regulations of the university. This includes but is not limited to the following violations:

1. Engaging in illegal activities during the stay in the dormitory.
2. Hindering the legitimate work of school staff through evasion,



concealment, resistance, or obstruction.

3. Violating passport, visa, accommodation registration rules, or violating national laws and regulations, leading to illegal residence.
4. Unauthorized self-renovation in the dormitory, damaging or altering the structure and function of the room.
5. Violating fire safety management regulations, causing safety hazards or incidents of fire or other actions that lead to damage to equipment and facilities.
6. Smoking in the building, consuming alcohol in common areas of the building, throwing, or tossing items outside the building, spitting, keeping, and carrying pets, improper parking of vehicles in designated areas, or any behavior that affects the normal living environment of the dormitory.
7. Intentionally or negligently causing damage to public property or others' property.
8. Engaging in business activities such as leasing, repairing, or selling using dormitory rooms and facilities, privately transferring, or renting out bed spaces, or allowing others to use the room without approval.
9. Unauthorized room changes, lending keys to others, changing locks, or adding additional locks without permission.

10. Possessing prohibited items or dangerous materials (such as flammable, explosive, corrosive, highly toxic, radioactive materials, bacteria, and virus specimens, etc.), gambling, providing conditions for gambling, drunken disturbances, fighting, and other illegal activities.
11. Disturbing the normal study and life of others (such as ice skating, playing ball, making loud noises, breaking bottles, setting off firecrackers, etc.) in the building.
12. Creating noise pollution, disrupting public order, and affecting others' study and rest.
13. Hanging, distributing, or posting various promotional materials in public areas without authorization.
14. Violating the visitor management system and allowing non-residents into the dormitory.
15. Engaging in various forms of proselytism and organizing religious gatherings.
16. Bringing electric bicycles or vehicle batteries into the building for storage or charging.
17. Any other violations confirmed by the university as serious violations.

## 第二十五条 处罚方式

(一) 入住国际学生有违反本规定的行为的，处罚方式依照情节严重程度分为书面警告、通报批评和取消国际学生公寓住宿资格；

(二) 入住国际学生行为涉嫌违纪的，依据《上海交通大学学生违纪处分管理规定》及其他有关规定，报学生违纪处分主管单位进行违纪处分处理。入住国际学生违规行为造成他人合法权益和公共财物损失的，应当进行赔偿。

### **Article 25 Penalty Methods**

1. For international students residing in the dormitory who violate these regulations, the penalties depending on the severity of the offense are divided into *written warnings, criticism notices, and cancellation of the international student dormitory accommodation qualification.*

2. For international students residing in the dormitory whose behavior is suspected of disciplinary violations, disciplinary rules shall be taken in accordance with the *SJTU Student Disciplinary Rules Management Regulations* and other relevant provisions. If the violations of international students residing in the dormitory cause loss of others' legal rights and public property, compensation shall be made.

### **第二十六条 取消住宿资格处理流程**

入住国际学生被取消公寓住宿资格的，具体处理流程如下：

（一）学校相关部门将书面通知当面或通过电子邮件方式送达被取消公寓住宿资格的国际学生。无法送达的，将书面通知张贴于学生所在宿舍房门上，视为送达；

（二）被取消公寓住宿资格的国际学生应当在书面通知送达后的7天内办理退宿并将个人物品搬离公寓，并至留学生服务中心结算住宿费用；

（三）被取消公寓住宿资格的国际学生拒不搬离的，物业管理部门可以禁止其进入公寓，并由至少2名工作人员清理其宿舍内的个人物品。由此产生的费用，由被取消公寓住宿资格的国际学生自行承担。

## **Article 26 Procedure for Cancellation of Accommodation Qualification**

For international students residing in the dormitory whose accommodation qualification is cancelled, the specific procedure is as follows:

1. The relevant departments of the university shall deliver written notices to international students whose accommodation qualification is cancelled in person or by email. If delivery is not possible, the written notice shall be posted on the dormitory room door of the student and considered as delivered.
2. International students whose accommodation qualification is

cancelled shall check out and remove their personal belongings from the dormitory within 7 days after receiving the written notice, and settle the accommodation fees at ISSC.

3. The property management unit may restrict the access of the international students whose accommodation qualification is cancelled and refuse to check out, and designate at least two staff members may clear their personal belongings from the dormitory room. The expenses incurred shall be afforded by the international students whose accommodation qualification is cancelled.

## 第七章 附 则

### Chapter 7 Supplementary Provisions

**第二十七条** 本办法由学生处会同资实处负责解释，自公布之日起执行，原《上海交通大学国际学生公寓住宿管理办法》（沪交学〔2015〕23号）即行废止。

**Article 27** These regulations shall be interpreted by the SAC in conjunction with the OAML and shall come into effect from the date of promulgation. The original *International Student Accommodation Regulatory Rules of SJTU* (SJTU [2015] No. 23) shall be abolished.