

## 目录 Content

一、 Check-in process 入住流程 .....	1
1.1 Application for Accommodation at International Student Affairs Center 填写住宿申请表.....	1
1.2 Check-in 办理入住手续.....	3
1.3 Special Situations 特殊情况.....	4
1.4 Room Change & Check-out 换房及退宿 .....	4
二、 One-card & Recharge 一卡通及充值.....	6
2.1 Recharge your One-card 一卡通充值 .....	6
2.1.1 Recharge by cash 现金充值 .....	6
2.1.2 Recharge your One-card online 网上充值.....	7
2.2 Loss Report & Card Reissue 一卡通挂失及补办 ..	10
2.3 Recharge your electricity 电费充值 .....	11
2.4 Electricity transfer & Refund 电费的转移及退费 .	13
三、 Kitchen & Laundry Room & The Use of Appliances	
厨房、洗衣房及电器的使用.....	14
3.1 Kitchen 厨房.....	14
3.2 Laundry Room 洗衣房.....	14
3.3 How to use induction cooker & microwave oven 电磁炉及微波炉的使用 .....	15

3.4 How to use washing machine 洗衣机用法.....	16
3.5 The use of air-conditioner remote control.....	17
四、Transact Internet 网络办理.....	18
4.1 Internet in Tingsong & Donghe Dormitory 听松及东和公寓网络办理.....	18
4.2 How to use Internet 听松公寓上网教程.....	20
五、Maintenance 维修.....	22
5.1 Request for repair on registration book 登记本报修.....	22
5.2 Request for repair online 网上报修.....	23
六、Dining and Shopping on Campus 校园就餐及购物.....	25
6.1 Dining 学生就餐.....	25
6.2 Shopping 学生购物.....	25
七、Medical Service 医疗服务.....	25
八、Tips 其他.....	26
8.1 Money exchange 兑换外币.....	26
8.2 International Students Dormitory Office 留学生宿舍管理办公室.....	28
附件一： Lodging Notice.....	29
公寓住宿须知.....	31

附件二:

Regulations for Residing in the International Student Dormitory.....	32
浙江科技学院留学生住宿管理制度 .....	36

附件三:

Map of Zhejiang University of Science and Technology .....	39
---	----

## 一、Check-in process 入住流程

### 1.1 Application for Accommodation at International Student Affairs Center

#### 填写住宿申请表（留学生管理中心）

International students should go to ISAC (west library 409) and fill the “Application for Residence on Campus” form, then you should have a signature and a stamp from the teacher in ISAC; Please refer to the following picture. (You do not need to pay the accommodation fee here if you live in Anji Campus).

请留学生到留学生管理中心（图书馆西-409）填写《浙江科技学院留学生公寓住宿申请表》、签字、盖章（安吉校区的留学生不需要在小和山校区办理入住手续！）。


## 浙江科技学院留学生公寓住宿申请表

## Application for Residence on Campus

姓名 Name	性别 Sex	<input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female	国籍 Nationality	护照号码 Passport Number
一卡通卡号 One-card Number	专业 Major			
学习类别 Study Program	<input type="checkbox"/> 培训生 Non-degree <input type="checkbox"/> 学籍生 Undergraduate	预计学习期限 Planned Study Duration	年(Y) 月(M) 至 To 年(Y) 月(M)	
费用支付方式 Payment by	<input type="checkbox"/> 自费 Self-supporting <input type="checkbox"/> 奖学金 Scholarship <input type="checkbox"/> 其他 Other	住宿时间 Planned Residence Duration	2017 年(Y) 01 月(M) 19 日(D) 至 To 2017 年(Y) 07 月(M) 03 日(D)	
住房选择 Preferred Residency	<input type="checkbox"/> 听松公廨 <i>Tingsong Dormitory</i> <input type="checkbox"/> 东和公廨 <i>Donghe Dormitory</i>		<input type="checkbox"/> 单人房 Single Room <input type="checkbox"/> 双人房 Double Room	

## 说明 (Notes):

- 您入住时需要交纳 1,000 元人民币的住宿押金和 1000 元人民币的预付电费, 此押金将在退房时凭押金收据退还(如有任何资产损坏);  
A deposit of RMB1,000 and prepay of electricity RMB1,000 is required and will be refunded if everything is fine when you check out.
- 由于我校留学生公寓主要是根据学习期限来安排住宿, 而且长期留学生房费比较低廉, 因此如果您作为一个长期留学生, 因您的自身原因而需要在学习结束之前提前离宿, 您将需要按照短期留学生费用标准交纳房费;  
As a long-term student, you will receive a discount on rent. However, if you need to leave before 3 months, you are expected to receive the difference between long-term and short-term prices.
- 由于学校公寓房源有限, 开学之前原则上不安排留学生单人房间, 如果您确实需要单人房间, 请告知公寓管理员, 我们将在开学报到结束后, 根据实际情况和您的意见, 按照先来后到的原则一并进行调整, 请您予以谅解和配合。  
If you choose to live along at school dormitory, please tell dormitory manager. Please note that only after the registration is completed, can we determine whether we can meet your request.
- 所有学生在入住前需要与资产公司签定一份住宿协议书。  
Please be aware that you are required to sign a contract of residence with ZUST's Asset Company when you move in.

留宿中心意见	奖学金 Scholarship	资产公司前台意见	审核
  <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Get a stamp from ISAC</p> </div>	该生在 _____ 年 _____ 月 _____ 日 至 _____ 年 _____ 月 _____ 日的住 宿 <div style="border: 2px solid yellow; padding: 10px; text-align: center; margin: 10px 0;"> <p>This part should be filled out for students who have scholarship for dormitory</p> </div> 由: _____ 经: _____ 部门(盖章): _____ _____ 年 _____ 月 _____ 日	1、新生  2、拟住房间号: 原房间号:  3、按单/双人房收费  经办人(签字): _____ _____ 年 _____ 月 _____ 日	_____ 年 _____ 月 _____ 日

## 1.2 Check-in in Tingsong Building 6

### 办理入住手续（听松公寓 6 号楼）

**1.2.1** Tingsong Building 6, room 102: Please come to this office to apply for your accommodation and register your information as well.

听松 6 号楼 102 室：根据留学生提供的住宿申请表及护照复印件安排住宿，注册入住信息；

**1.2.2** Tingsong Building 6, room 101: You should pay for your accommodation fee, deposit and electricity fee, and make your One-card in this office.

听松 6 号楼 101 室：支付住宿费、押金、电费，拍照、办理校园一卡通；

**1.2.3** Tingsong Building 6, room 102: You shall activate your One-card here so that you can open your room.

听松 6 号楼 102 室：开通一卡通的房卡功能。

**Special note:** For your security of your personal information and property, **your One- card is only for your own use.**

**特别禁止：**一卡通涉及学生个人隐私与财物，出于安全，**严禁借给他人使用。**

**Note:** Campus card can be used in supermarket, canteen and library, you can recharge your room card for electricity as well. If you want to enter library, you should open the card

function on the first floor in the east library.

**注：**校园一卡通可以在校内超市购物、食堂就餐、购电、出入寝室楼、图书馆等（进出图书馆需要在图书馆一楼将一卡通开通此项功能）。

### **1.3 Special Situations 特殊情况**

1. According to the procedure, International students should come to ISAC first to get Application for Residence on Campus since students can't apply for accommodation if you come to ISDO directly.

留学生需先前往留学生管理中心报到，通过资格审核后方可到留学生住宿管理办公室办理入住，若直接到留学生住宿管理办公室，则无法办理入住手续。

2. You are advised to come to us within office hours, or you can live temporarily in hotels if you have special issues or needs and come to our office at opening time .

Monday- Friday, 8:00am-11:30am, 1:30pm-4:30pm.

我们建议学生在办公时间（星期一至周五，8:00-11:30, 13:30-16:30）前往办理入住手续。

### **1.4 Room Change & Check-out 换房及退宿**

1. In principle, students are not allowed to change your room after you have finished check-in process, if you need to change a room in case of any special circumstance during the

semester, you have to get permission from ISDO then you can change your room (**students are not allowed to change room without permission, or students will be fined** ).

原则上来说，学生入住后不允许更换房间，如遇特殊情况想申请更换房间，请至听松 6 号楼 102 办公室说明情况，经批准后方可更换房间（**严禁私自更换房间**，一经发现，学生将受到处分）。

2. In principle, students are not allowed to check out before the end of the semester, if there is any special situation that you need to check out in advance, you have to get permission from ISDO. Checking out in advance violates the contract, thus you shall pay a penalty. If needed, please come to Tingsong Building 6, Room102 to finish the relevant process.

原则上来说，学生在本人学期结束前不予提前退宿，若遇特殊情况需要提前退宿的学生，需先申请，经批准后进行办理退宿流程，但提前退宿属于违约行为，需要另付一定的违约金。

**Attention:** students can only leave dormitory after check-out process. If students leave without check-out process, students are supposed to pay the accommodation and electricity fee during the period.

**特别提示:** 经留学生宿舍管理办公室批准并办理退宿手续



后, 学生方可搬离宿舍楼; 若学生未办理退宿手续而离开, 本人仍需支付该房间在其非在校期间的住宿费与其他产生的费用。

## **二、One-card & Recharge 一卡通及充值**

### **2.1 Recharge your One-card 一卡通充值**

You can recharge your card by cash and online.

#### **2.1.1 Recharge by cash 现金充值**

Recharge your card by cash at following places:

1. The second floor of Donghe Canteen,

Card Center Opening Hours:

From Monday to Friday 16:00pm-18:00pm

东和食堂二楼卡务中心: 周一至周五 16:00-18:00

2. The first floor of Xihe canteen,

Card Center Opening Hours:

From Monday to Friday 10:00am-13:00pm,

15:00pm-18:00pm

西和食堂一楼卡务中心: 周一至周五 10:00-13:00

15:00-18:00

3. The first floor of Tingsong canteen,

Card Center Opening Hours:

From Monday to Friday 10:00am-14:00pm

听松食堂一楼卡务中心: 周一至周五 10:00-14:00

**Notice:** the above Card Centers' opening hours are subject to notices at Card Centers.

备注：以上服务以上述卡务中心的现场通知为准。

### 2.1.2 Recharge your One-card online 网上充值

If it is not convenient for you to recharge your One-card at these above places, you can charge it online. Please follow the following steps:

若不方便前往以上地点充值一卡通，学生可以在网上进行自助充值。

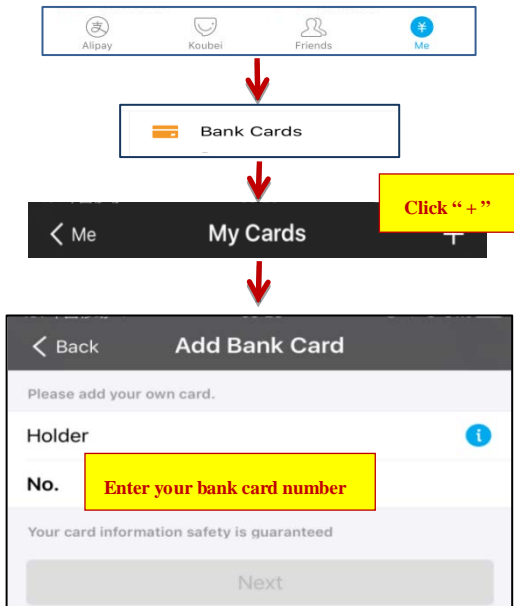
**Step1.** Please download the app “Alipay” from your app store, and apply for an account.

请在手机上下载“支付宝”应用软件，然后申请一个账号。



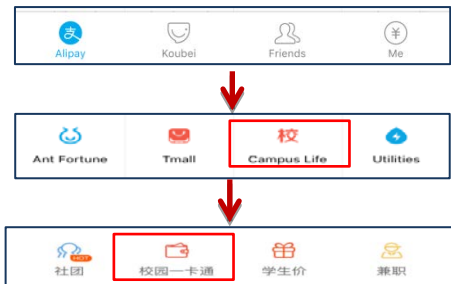
**Step2.** After finishing your account application, please click “Me” and choose “ Bank Cards” to add a bank card which you applied here.

申请好账号之后，点击“我的”然后把你在当地办理的银行卡添加进去。



**Step3.** After adding a bank card, please click “Alipay” and choose “Campus life”, then you will see “Campus One-card service”, click it.

银行卡添加完成后，点击“生活”进入首页，选择“校园生活”，然后选择“校园一卡通”。



**Step4.** You will see the following interface after choosing “校园一卡通 (Campus One-card)”, please fill out all information required below so that you can recharge your One-card online.

选择校园一卡通后，你将会看到以下界面，填写正确信息后即可进行网上充值。



## **2.2 Loss Report & Card Reissue 一卡通挂失及补办**

### **2.2.1 Report your loss and reissue at office 线下挂失与补办**

If you lose your card, please report the loss of your card in Card Center (on the first floor in Tingsong canteen) and reissue it with your passport timely (20 RMB for reissuing one card), then you should activate it in Tingsong Building 6 ,room102.

一卡通如果丢失，请带上你的护照，及时到听松食堂一楼卡务中心进行挂失并补办(补办时需要交纳工本费 20 元)，补办后请至听松 6 号楼 102 室重新开通校园一卡通的功能。

### **2.2.2 Report You Loss of One-card Online 网上挂失**

**Step1.** Subscribe a Wechat Official Account: Search “zkywsh”;

关注微信公众号“科源微生活”(zkywsh);



**Step2.** Enter the account and choose “微生活(Micro-life)” on the menu;

进入“科源微生活”公众号后选择菜单“微生活”;



**Step3.** Enter “Micro-life” and choose to report your loss of your One-card (left corner on the following picture);

进入“微生活”后，选择挂失一卡通；



### 2.3 Recharge your electricity 电费充值

Charge Procedure of Smart Electric Meter by Wechat in Donghe-building 4 and 7.

东和 4#和 7#楼智能电表微信充值流程:

**Step1.** Subscribe a Wechat official account: Search “zkywsh” ; or scan the following QR code.

关注微信公众号:搜索“科源微生活(zkywsh)”，者扫描二维码；



**Step2.** Enter the account and choose “Charge” on the menu.

进入公众号后选择菜单“电量充值”；



**Step3.** Input your One-Card number (your room card is One-Card), password (the original password is last six number of your One-Card number).

输入用户名（校园一卡通号），密码（初始密码为一卡通后六位数字）；

**Step4.** Select your room number, the amount of money you want to charge.

选择所在的楼号、房间号、充值金额及付款方式；  
Amount selected（选择金额）



**Step5.** Choose the way to pay-一卡通 (One-Card), input your password (the original password is last six number of your One-Card number), choose “电量充值 (Electricity Consumption Charging)”, finished.

支付方式选择一卡通，直接在此页面的密码输入处输

入一卡通密码(初始密码为一卡通后六位数字),选择“电量充值”按钮,完成本次充值流程。



**Step6.** If you want to check your balance of electricity, please choose “电量查询 (Electricity bill inquiry)”.

点击“电量查询”即可查询本寝室的剩余电量。

## 2.4 Electricity transfer & Refund 电费的转移及退费

1.After finishing changing your room, you need to transfer your electricity fee to your new room, please come to Tingsong Building 6, room102.

学生更换后,需要将原住房间的电费转移到新入住的房间,请学生到听松6号楼102室完成此项流程。

2.We will clear your account according to your electricity consumption situation at the end of each semester, if you have balance in your account, we will give refund to you.

学期结束后,我们会根据学生的用电情况清算电费,如有结余,我们将把多余电费退还。



### **三、Kitchen & Laundry Room & The Use of Appliances** **厨房、洗衣房及电器的使用**

International students can use the public kitchens and laundry rooms provided in dormitories.

我们在各寝室楼位中为留学生提供了公共厨房以及洗衣房。

#### **3.1 Kitchen 厨房**

1. Tingsong Building 2: Room 202 & room 302.

听松 2 号楼：202 室，302 室

2. Tingsong Building 3: Room 101.

听松 3 号楼：101 室

3. Tingsong Building 4: Room 102, room 202 & west end of corridor on the 3rd floor.

听松 4 号楼：102 室，202 室，三楼公共厨房

4. Donghe Building 4: End of the east corridor on third floor, forth floor and fifth floor.

东和 4 号楼：三楼、四楼和五楼的东面走廊区域各有一个公共厨房

5. Donghe Building 7: West end of corridor on the first floor.

东和 7 号楼：一楼公共厨房

#### **3.2 Laundry Room 洗衣房**

1. Tingsong Building 2: Room119 .

听松 2 号楼：119 室

2. Tingsong Building 3: Room101.

听松 3 号楼：101 室

3. Tingsong Building 4: West end of corridor on the first floor& room 202 .

听松 4 号楼：1 楼洗衣房，202 室

4. Donghe Building 4: East end of corridor on the first floor.

东和 4 号楼：一楼洗衣房

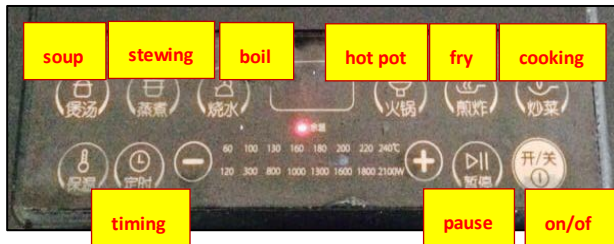
5. Donghe Building 7: East end of corridor on the first floor .

东和 7 号楼：一楼洗衣房

### 3.3 How to use induction cooker & microwave oven

#### 电磁炉及微波炉的使用

Induction cooker:



Microwave oven: use low setting to heat foods



### 3.4 How to use washing machine 洗衣机用法

**Step1.** Open the cover plate, put in your clothes and laundry detergent. 打开盖板，放入衣物和洗衣液；



**Step2.** Insert ¥ 4 coins then the machine will start automatically. 投入四个一元钱硬币，机器自动启动；

**Step3.** Take out the clothes after the machine stopped. 机器停止运行后，取出衣物。

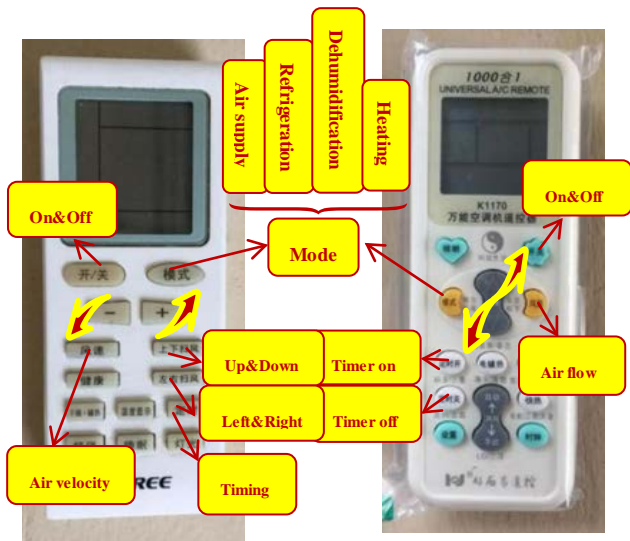
**Warm prompt:** please put a moderate amount of washing

powder or laundry detergent. According to the weight of the clothes, we suggest you to place 10 to 25 grams laundry detergent or washing powder ( about one scoop).

**温馨提醒：**请放入适量洗衣粉或者洗衣液。建议使用量：根据衣物的重量，放入 10-25 克洗衣粉或者洗涤剂，大概一勺。

### 3.5 The use of air-conditioner remote control

#### 空调遥控器操作方法



## 四、Transact Internet 网络办理

### 4.1 Internet in Tingsong & Donghe Dormitory

#### 听松及东和公寓网络办理

##### 4.1.1 Tingsong Dormitory 听松公寓

1.Free Internet: Internet is free in Tingsong Dormitory (open your account with your passport in Tingsong Building 6 room102) , you need to buy a router in Tingsong supermarket.

电信网络：听松公寓区提供区域网络，需本人持护照到听松 6 号楼 102 室开通账户（学生可以在校内超市自行购买无线路由器）；



2. China Mobile: Please go to the China Mobile

Location: Xiaoheshan 4th branch Rd., Liuxia (Next to the main gate of Donghe Dormitory)

移动网络：请至中国移动营业厅办理（地址：留下小和山支四路）。



**Attention:**

You are advised to go to the China Mobile during opening time. (10:00 AM - 17:00 PM )

### 特别提醒:

请学生在中国移动营业厅营业时间前往办理。



#### 4.1.2 Donghe Dormitory 东和公寓

China Mobile: Please go to China Mobile with your passport, same as Tingsong China Mobile (P18-20).

移动网络: 请留学生带上护照到中国移动办理手续, 请参阅听松公寓移动网络办理 (第 18-20 页)。

#### 4.2 How to use Internet 听松公寓上网教程

**Step1.** Find the RJ45 interface (at the left or right corner behind the TV).

找到 RJ45 网口 (一般在电视的左下角和右下角);



**Step2.** Connect to the router's WAN port, and set up WIFI account and password.

与路由器的 WAN 口相连，并设置 WIFI 账号，密码；



**Step3.** Enter 172.16.255.195 in the browser or click any network.

在浏览器输入 172.16.255.195 或者点任意网络连接出现登陆界面；

**Step4.** Enter the account (your passport number) and password (the original password is 123) , then you can use the Internet.

输入账号(护照号码)，密码（初始密码为 123）就可上网。



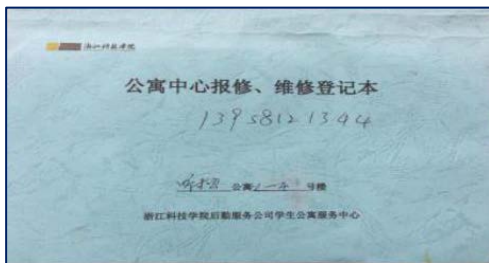


## 五、Maintenance 维修

### 5.1 Request for repair on registration book 登记本报修

Write down the problems about your room on doorkeeper's maintenance registration book (please refer to the following pictures), and servicemen will come to your room as soon as possible.

如果房间里的设备及用具出现问题，影响使用，请学生将问题详细地登记在门卫处的维修登记本上，并说明可以进行维修的时间段（请参照下图），维修师傅会尽快上门服务。



公寓中心报修、维修记录册				
报修日期	寝室号	报修人	报修内容	维修记录（维修时间、材料等）
<b>Date/Room/Name / Problem</b>				

## 5.2 Request for repair online 网上报修

Follow “科源微生活 (zkywsh)” on Wechat;

微信登录 “科源微生活 (zkywsh)”



Choose repair service; 选择维修服务



Log in with room-card number and password



## Request for repair with pictures and description

描述、拍照报修问题

报修服务

Repair List My Problems **Request for Repair**

Title

Types of repair:

Electricity Maintenance  Hot-water Maintenance

Property Management  Others

Room Number

Pictures to Illustrate

Choose File no file selected

Problem Description

Submit

Check the state of repair; 检查维修状态

报修服务

Repair List My Problems Request for Repair

Title	Name	State	Time	处理
王	王**	Waiting	2016-12-21	<input type="radio"/>
cc	郑**	Done	2016-12-19	<input type="radio"/>

## **六、Dining and Shopping on Campus 校园就餐及购物**

### **6.1 Dining 学生就餐**

Students can have meals at Xihe Canteen, Tingsong Canteen and Donghe Canteen by using students' One-card. The second floor of Tingsong canteen is Muslims' restaurant and the third floor of Xihe canteen is a campus foodie town. Please go for meals according to your needs.

学生可以用一卡通在学校西和食堂、听松食堂及东和食堂就餐。听松食堂二楼为清真食堂，西和食堂三楼为校园美食城，请学生根据需求前往餐厅就餐。

### **6.2 Shopping 学生购物**

Students can shop in Xihe supermarket, Tingsong supermarket and Donghe supermarket in campus with One-cards.

学生可以用一卡通在学校的西和超市，校内超市及东和超市购物。

## **七、Medical Service 医疗服务**

**Emergency Center phone number: 120**

**急救中心的电话是：120**

Medical services are provided for international students at the campus clinic and comprehensive hospitals in Hangzhou. If needed, please come to hospital according to your personal

need.

浙江科技学院有校卫生所，杭州市区有大型综合医院，大家可以根据需要选择不同的医院就诊。

Addresses and contact numbers are as followed:

### **1. Campus Clinic:**

Address: Zhejiang University of Science and Technology campus.

Emergency Phone Number: 0571-85070120

### **2. Hangzhou Xixi hospital:**

Address: Southwest of intersection of Tianmushan Rd. and Round-city North Line .

Phone Number: 0571-86481561

以下是校医务室和最近医院的地址和联系电话:

#### **■ 浙江科技学院校卫生所**

地址：浙江科技学院校内

电话：0571-85070120

#### **■ 浙江杭州西溪医院**

地址：天目山路与绕城北线交叉西南

电话：0571-86481561

## **八、Tips 其他**

### **8.1 Money exchange 兑换外币**

1.The following currencies can be easily exchanged into

RMB: pound sterling, Hongkong dollars, U.S.Dollar, Euro, Japanese yen, Canadian dollar, Australian dollar, etc, and you can directly deposit these currencies as well.

英镑、美元、欧元、日元、加拿大元、澳大利亚元等外币都可以直接转换成人民币，也可以直接存入银行。

2. You are advised to go to the nearest bank (China Bank) to exchange your currencies. (please refer to the following picture).

以下是最近距离可兑换外币的银行点，供学生参考。

### Warm prompt:

You can take the bus No.193 and get off at Intersection of Tianmushan Rd. and Zijinghua Rd. Station.

### 温馨提示:

学生可以乘坐193路公交车，在天目山路紫荆花路口站下车即可。



## 8.2 International Students Dormitory Office

### 留学生宿舍管理办公室

Opening time: From Monday to Friday

8:00am-11:30am,13:30pm-16:30pm

Location: Tingsong B6-102

Contact: 0571-85070972



附件一：

### **Lodging Notice**

1. No cooking in your room. If needed, please go to public kitchen and keep it clean.
2. You are supposed to take your rubbish to the first floor and put them into garbage cans in order to keep your room clean. Don't litter from the window, or you will be fined.
3. Please keep quiet in dormitory. Don't disturb other students when you are using acoustic equipment and other appliances. It is forbidden to use these equipment after 9:00p.m. Warning will be given if students do not obey the regulations. You are supposed to move out from the dormitory after receiving three warnings.
4. Students in Donghe dormitory are not allowed to allocate refrigerator, sofa or other large household appliances and furniture. Please protect the furniture well, otherwise you will be responsible for the damage and be fined from your deposit when you check out. It is forbidden to dismount the furniture in your room.
5. For security, students in dormitory are not allowed to accommodate a guest overnight.
6. Visitors should obey relevant regulations in International



## Student Dormitory.

(1) Visitors should obey the school disciplines and International Student Dormitory regulations. Please register on the *Accommodation Visit Registration Form* before you entering student's dormitory. Please refer to the following pictures:



来客登记表										
Accommodation Visit Registration Form										
编号:QR7.5-G-04										
注:值班员每日统计前一日的来访人数,楼长审核签字。										
日期	来客姓名	证件名称	证件号码	会见人	寝室号	与会见人关系	进楼时间	出楼时间	值班员签字	值班员统计、楼长审核签字
Date	Visitor	ID Type	ID Number	Interviewer	Room No.	Relationship to Interviewer	Time	Departure Time	Signature of Watchmen	

- (2) Visitors are not allowed to bring pets into dormitory.
- (3) Visitors are not allowed to make a racket. Excessive drinking is prohibited.
- (4) Visitors must leave International Student Dormitory before 22:30.

## 公寓住宿须知

1. 不可以在宿舍内煮饭，要去公共厨房，保持干净；
2. 房间要保持干净，垃圾带到一楼，放入垃圾桶；不可将垃圾扔出窗外，一旦发现要罚款处理；
3. 宿舍楼内请保持安静，使用音响等电器时不得影响其他学生的学习和休息，晚上九点之后严禁使用音响设备，一旦发现予警告一次，警告三次做退宿处理；
4. 东和的学生严禁购买冰箱，沙发等大型的家用电器或家具。保护家具，如有损坏，在退宿时需扣押金；严禁将寝室内的家具拆装。
5. 出于安全考虑，学校公寓的留学生严禁让他人留宿。
6. 来访公寓人员请遵守外国留学生宿舍会客制度：
  - (1) 来访人员须遵守学校的校纪校规和留学生宿舍楼规定，并在进入宿舍之前在来客登记表上登记。
  - (2) 来访人员不准携带猫、狗等宠物入内。
  - (3) 来访人员不得在宿舍内大声喧哗，严禁酗酒。
  - (4) 到留学生宿舍会客，来访人员必须于晚上十点半前离开学生宿舍。

附件二：

### **Regulations for Residing in the International Student Dormitory**

1. Students should have valid ID cards such as passport to get registered for rooms. Students can enter designated rooms only after registration.
2. Students can book different rooms at his or her own will. Once being assigned a specific room, students cannot exchange room at will or take another room without permission.
3. Without ZUST International Student Dormitory Office's permission, students should not sub-let or let in part or in full the leased property to other people, or allow other people to stay overnight. Students should use the room properly in according to the relevant regulations. Contraband goods or dangerous articles are forbidden to be stored in the room. Illegal activities are forbidden in the room and students who is registered in the room should take all the responsibility.
4. Students should check the room equipment with the inventory of the goods when moving into the rooms and sign his/her name on the Inventory Property. Damages and losses should be paid according to the original prices.

5. When live in the room, students should take good care of the facilities in the room. If anything in the room is damaged because of improper use, students have responsibility to repair it or pay for the damage if it can not be repaired. Students are responsible for keeping the room (especially the wall) clean. Students are not allowed to move the furniture in the dorm. When students check out, the room should be clean enough for next person to use. If cleaning or repair is needed to be done by Logistics Department, the cost should be paid by students themselves.

6. Students should use quilt cover, sheet and pillowslip in order to keep mattress clean. If students doesn't use covers and make quilt, mattress and pillow dirty and unavailable to be reused by others, students have to pay the cost.

7. Generally, no lodging arrangement is made for family members. In case of special needs, family members can check in with approval from International Student Dormitory Office (ISDO). Visitors who need accommodation should go through accommodation procedures at ISDO with valid documents (eg. passport) and afford the costs concerned.

8. Students should lock the door when leave the room. Students should keep the One-card safe and it is not allowed

to lend One-card to others. Once it is lost, students should report the lose at ISDO or online, and get a new card at Card Center promptly. Please deposit big sums of cash in the bank, and take special precautions against theft for valuables.

9. Students is not allowed to talk loudly or make noises in the dormitory building. Excessive drinking, gambling and late evening parties are prohibited to avoid disturbing other students' study and rest. Warning will be given if students do not obey the regulations. You are supposed to check out after receiving three warnings.

10. It is the students' responsibility to keep their rooms and their surroundings clean. Cleaner will clean the public area of dormitory everyday, students need to clean the room by themselves. It is forbidden to post propaganda materials such as slogans or paintings at public places. Students should not place objects in the corridor, toilets or washing rooms. Please park your bicycles at designated places.

11. For security, it is forbidden to use heating equipment like induction cooker or alcohol stove. Violators' appliances will be confiscated. Students are responsible for accidents which might arise from using the above mentioned appliances. Cigarette light and kindling for various purposes should be

put out promptly.

12. For saving energy, please turn off all the electronic equipment, especially the air-condition.

13. If there is any disorder with electric lights or the circuit, students should report them to the dormitory's door keepers so that electricians could be called to examine and fix them. Students are not allowed to disassemble or fix them.

14. Raising poultry or keeping pets in the dormitory is not allowed. Violators who do not take warnings will get their pets confiscated by International Student Dormitory Office.

15. Visitors should obey the regulations of the dormitory. All visitors should leave before 22:30.

16. Access Control System is applied in International student dormitory, please open the gate by your One-card.

International Student Dormitory Office

## 浙江科技学院留学生住宿管理制度

1. 学生来校学习，需凭有效身份证件（如护照）办理住宿登记，办理完住宿手续后方可入住指定房间。
2. 留学生可根据自己的意愿预定规格不同的住房。留学生一旦选好房间，原则上一律不准调换。
3. 学生来校学习，所住寝室不能私自转让、转租或留宿他人。入住学生应按相关规定合法使用房屋，不应存放违禁危险物品，不得进行违法活动，如因此发生损害及触及法律，入住学生应承担全部责任。
4. 留学生入住前需对房间配备的物品进行清点，并与提供的《后勤部听松公寓留学生设施设备清单》进行对照，二者相符后在《清单》上签字。在使用过程中如有损坏或遗失需照价赔偿。
5. 入住期限内，入住学生应爱护并合理使用房屋内的所有设施。如因使用不当造成房屋或设施损坏的，入住学生应承担维修费用，无法维修的应照价赔偿；入住人应自行保持房屋内墙面及地面的清洁，不得擅自移动家具位置，并在退房时使房屋处于可直接交付下一人使用的状态，如在退房时需要后勤部进行额外的保洁、修缮及家具重新组合工作，由此产生的费用由入住学生承担。
6. 入住学生如不购买被套、床单、枕套等床上用品，则需自行准备。如不使用被套、床单、枕套造成床垫脏乱而不

能继续使用的，入住学生需按价赔偿。

7.学校一般不提供留学生家属用房。如有特殊情况，需留学生住宿管理办公室同意方能入住。住在楼内的学生家属，须持在华学习、工作或来华旅游的有关证件（护照），到留学生住宿管理办公室办理临时住宿手续。

8.为防止被窃，离开宿舍时应及时锁门，应保管好房卡，禁止把房卡转借他人。如有遗失应及时向宿舍管理人员反映并及时补卡。数量较多的现金应及时存入银行，贵重物品应妥善保管。

9.入住学生不得在楼内大声喧哗，不得高声播放收音机等音响设备，以免影响他人正常学习和休息。不得在楼内酗酒闹事，举办舞会和进行各种变相赌博活动。视情节轻重，给予警告处分，警告三次将予以退宿处理。

10.保持宿舍内外清洁，宿舍区内公用场所卫生由清卫人员负责清扫，宿舍内卫生由留学生自己打扫。不得在公共场所张贴标语、图画及其它宣传品，不得将杂物堆放走廊、厕所、盥洗室等处。留学生的自行车（或助动车）应在规定地点停放。

11.为保证留学生住宿的安全，严禁在房间内做饭，严禁使用电磁炉或酒精炉等危险加热设备，以防止火灾发生。如若违反，将给予没收处理。如因使用此类危险设备而引发事故的，其全部损失将由肇事者承担，并依法追究其应有



责任。吸烟或使用火种后应及时熄灭。

12.为节约能源，离开房间时应及时关掉所有电器，尤其是能耗大的空调设备。

13.照明电器或电路发生故障时，应及时向宿舍门卫处报告，由留学生住宿管理办公室安排电工进行检修，严禁自行拆卸或修理。

14.不得在宿舍内喂养宠物。违反并经劝说无效者，由留学生住宿管理办公室对宠物给予没收处理。

15.来访人员应遵守校纪校规和留学生宿舍楼管理规定，必须于晚上十点半前离开留学生宿舍。

16.留学生宿舍楼实行门禁统一管理。学生自带一卡通，刷卡入内。

留学生住宿管理中心