

Regulations on International Students' Accommodation

(Trial Implementation)

We hereby make the following regulations on the management of international students' accommodation to create a secure, tidy and comfortable environment for students' learning and daily life. All international students wishing to live in the apartment should comply with following rules and regulations issued by Shandong University.

- Article 1 International students are required to make reservations before moving in. The maximum period of residence is two semesters. Students who wish to remain in residence beyond two semesters need to submit a new housing application to relevant offices when the tenancy is due.
- Article 2 International students shall pay a deposit and sign a Tenancy Agreement when applying for occupancy of the room. They are also responsible in particular to make themselves familiar with the apartment rules and regulations.
- Article 3 Once moving in, the student is supposed to live in the room arranged for him/her and cannot change it without permission. Provided that vacant rooms are available, a student who needs to change rooms should submit an application to relevant offices. He/she can move to another room after the application has been passed and the accommodation fee paid. If students want to move out to live off campus, you should submit the Application Form for Off-Campus Accommodation for International Students to relevant offices and police stations and then go to the reception desk with the stamped Application Form for checking out.
- Article 4 Students are required to inform the reception desk three days ahead of checking out. Before vacating the room, make sure that the room has been restored to the state upon arrival. An inventory inspection will be made before students' checking out and items damaged or missing will be charged for.
- Article 5 Graduates and students who are supposed to leave SDU should vacate the apartment within a week of the completion of his/her study in SDU. Otherwise, Shandong University reserves the right to dispose students' things left behind.
- Article 6 If a student needs to check out within two weeks of his/her first day of occupancy, he/she will be charged according to the actual days of occupancy. If he/she moves out of the apartment for personal reasons after two weeks since his/her first day of occupancy, the paid accommodation fee and deposit will not be returned except for some force majeure cases, such as illness.
- Article 7 International students living in the apartment should pay for accommodation on time. Otherwise, an overdue fine of 3% out of the daily rate will be charged and SDU has the right to disqualify his/her accommodation in the apartment.
- Article 8 The apartment for international students is equipped with an intelligent electricity supply system. Students need to pay for electricity before utilization. After going through all the checking out procedures, the balance in students' electricity accounts will be returned.
- Article 9 Students having been given reasonable prior notice should allow access at reasonable times to the Property Management staff performing their duties. Should the apartment need renovation according to the arrangements and planning of SDU, students should cooperate and not to reject or impede when being asked to remove his/her belongings temporarily to other rooms.
- Article 10 Each international student is provided with a set of bedding upon arrival and he/she needs to bring with themselves other daily necessities when moving in. Each international student is responsible for keeping his/her room clean and tidy.
- Article 11 The following behaviours are **NOT** allowed in the international students' rooms and

the common areas in the apartment; otherwise, points will be deducted from the accommodation records of the students concerned depending on the bad influence of the behaviours. A letter of warning and a notice of criticism will also be issued. Serious violators or students whose points have been totally deducted will be bound to give up the tenancy in the apartment and will not recover the payment that is not due.

1. Any deeds that violate the regulations and laws in China;
2. Impeding the apartment supervisor from the exercise of the right of management; not complying with orders and arrangements in major accidents;
3. Exchanging, transferring or subletting the room without permission, or doing business and similar activities in the room;
4. Violating safety and fire regulations;
5. Using unapproved electrical appliances such as those with heavy consumption ;
6. Fighting, playing football, taking loudly,Knoking the floor or doing other activities in the apartment that may make noise, causing disturbance and inconvenience to the neighbouring tenants;
7. Smoking in public areas like the corridor and the lobby; excessive drinking;
8. Disturbing others;
9. Misusing electrical appliances and public facilities; intentionally inflicting damage upon or defiling public property or occupying public areas;
10. Littering at random;
11. Keeping or bringing pets into the apartment;
12. Changing the locks or removing the furniture out of the room without permission;
13. Accommodating others without permission;
14. Violating regulations on visiting;
15. Wasting water;
16. Violating regulations on entering and going out of the apartment;
17. Other illegal activities.

The right to interpret these regulations shall be vested in the Department of International Affairs of Shandong University. These regulations (originally in Chinese), as needed, may be translated into different languages and all the translated versions are subject to the original Chinese version. For further details about these Regulations, please see the *Further Particulars of the Regulations on International Students' Accommodation*.

These regulations shall come into force on the day of promulgation and are subject to revision if needed.

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