

## 第四节 留学生宿舍管理规定

### 一、宿舍收费标准

1、留学生学生宿舍根据房间类型设定如下：

单人间：1000/月/人（博士生、高级进修生）；

双人间：700/月/人（本科生、硕士生、普通进修生、汉语进修生）；

2、留学生宿舍网络服务

我校为留学生提供无线网络服务，留学生在报到注册后需自行购买手机卡绑定学号后，可购买校园网套餐使用校园网络。

### 二、新生入住宿舍流程

入校前准备 48 小时核酸证明、健康码、新冠疫苗登记证行程码、14 天内的体温记录进入留学生公寓



- 1、本人到丹桂苑前台提供护照、JW 表和录取通知书，及以上防疫健康证明办理入住手续。填写《中国地质大学（武汉）国际学生公寓（丹桂苑）住宿管理办法》以及中国地质大学（武汉）国际学生公寓（丹桂苑）安全责任书，提供 1 寸登记照片和护照复印件，领取钥匙空调遥控器完成手续后入住宿舍。
- 2、所有新生的入住手续在南望山校区 213 办公室办理
- 3、自费生首次入住宿舍需要缴纳一个学年住宿费，随后可以按学期支付。若学习期限未超过六个月的，则一次性付清住宿费。



- 1、学生凭校园卡到留学生公寓前台办理公寓门禁登记手续。
- 2、南望山校区学生在公寓一楼自助机办理电费充值；未来城校区在公寓一楼自助机办理电费充值和热水卡充值。
- 3、因热水系统不同，南望山校区热水供应时间为早上 7：00-9：00，晚 19：00-23：00。未来城校区全天供应热水。
- 4、房间故障维修请到前台登记。
- 5、南望山校区在房间手机支付方式使用热水



**备注 新生原则上需住校内，未经批准不得在校外居**

**不得带家属入住学校宿舍**

### 三、更换宿舍申请流程

申请入住留学生宿舍楼的留学生由学院统一安排住宿，未经允许，留学生不得私自调换宿舍。如有特殊原因需要调换宿舍的，在学院床位条件允许的前提下可以申请调换，具体流程如下：

- 1、学生可以在 213 办公室获取“房间更换申请表”并填写完整；
- 2、每位学生每学期只能提交一次申请，超过一次视为无效；
- 3、申请人所欠现住房间费用需要交清；
- 4、审批通过的同学可以调换宿舍，审批不通过的同学不得私自调换。
- 5、申请通过后 3 个工作日内完成换房手续，清理原房间物品退还原房间钥匙。联系 213 办公室办理电费转移手续。

### 四、噪音处理

为了给每位学生提供一个安静的学习生活环境，学院将严格对宿舍的噪音进行管理。学生及家属不能在宿舍举办舞会、私人聚会；不能使用大功率的音响设备；不得在宿舍大声喧哗以及不得进行其他影响别人学习和休息的活动。

对于违反该规定的学生，我们的处罚如下：

第一次噪音投诉	口头警告
第二次噪音投诉	书面警告
第三次噪音投诉	取消住宿资格

噪音投诉具体办法：

- 1、所有学生一旦在发现周围的噪音问题可立即向所在宿舍的一楼保安投诉。
- 2、保安接到投诉后，应立即登记并制止噪音行为。（不听劝阻的可采取断电方式）
- 3、若学生不听保安劝告，继续制造噪音，学院将按照上述规定给予学生处分。
- 4、投诉电话：87515872

### 五、访客管理

留学生的家属、朋友来华探望时，请学生自行在有外事接待资质的酒店，为访客预定房间，我校留学生宿舍不提供住宿。

留学生亲朋至学生宿舍拜访时，请携带有效证件(护照、身份证或学生证等)，于留学生宿舍一楼管理员处登记备案。访客不能留宿，需在晚上门禁关闭前离开留学生宿舍楼。

不得将学生卡转借他人进入宿舍楼。

留学生宿舍楼门禁时间：

23:00 P.M.——6:00 A.M.

## **六、日常管理规定**

宿舍配备有公共厨房，但不提供厨具，楼内禁止使用明火，电炊具只限在公共厨房内使用，严禁在个人房间内使用；大功率电器，例如，取暖器、热得快、煤气罐等易燃易爆品严禁在宿舍楼内使用。一经发现，将予以没收，并给予处分。

厨房和公共区域不得丢弃垃圾和存放个人物品。

宿舍内禁止吸烟、严禁酗酒、禁止存放和使用洗衣机、禁止饲养宠物、禁止在公共区域进行宗教活动。

离开宿舍必须请关闭电源，杜绝火灾发生，爱护公共设施。

## **七、陪读家属管理**

1、我校不向留学生配偶或家属提供校内留学生宿舍用房。

2、留学生如邀请配偶及家属来华陪读，需自行在校外为家属租房。配偶或家属可在涉外宾馆临时住宿，不能在留学生宿舍过渡。

3、如有违反者，将予以强制搬出，并给予留学生警告等处分措施。

## **八、校外住宿申请**

1、凡我院已由学校同意安排住宿的在校学生，无特殊原因，原则上不得另行租赁房屋住宿。

2、学生因特殊情况需要校外住宿的，须按规定程序向留学生办公室提出申请，申请获得批准后方可办理校外住宿相关手续，并与学校签订《校外住宿安全责任书》。学生一旦获准校外住宿，一年内不得再次申请校内住宿。

3、学生外出居住后校内床位不予保留，有校外住宿补助的中国政府奖学金生，每月 16-20 日到留学生办公室签到，补助标准按本科/硕士 700 元/月、博士 1000 元/月按月发放。

## Section 4 Dormitory Regulations

### 1. Dormitory Fees

**(1) The cost of rooms for the International Students' Dormitories depending on the type of room:**

Single Room: 1200 yuan/month/person (Scholarship PhD students, Senior visiting scholar students, some exchange students)

Double Room: 700 yuan/month/person (Undergraduate students, graduate students, General visiting scholar Students, Chinese language students)

### **(2) Dormitory Internet Service**

CUG provides wireless network services for international students. International students need to purchase a mobile phone card and bind their student numbers after students' registering, and then purchase a campus network package to use the campus network.

### **(3) Process for Checking New Students into the Dormitory**

(1) Students who have lived in low-risk areas and have no history of residence in high-risk or medium-risk areas in China within 14 days can return to school and register with the green health code, green itinerary card, and a 48-hour negative nucleic acid test certificate.



(1) Students should show their own passport, JW form, Admission Notice, and the above epidemic prevention health certificate for check-in at first floor reception of Dangui Building. Fill in the "International Students' Accommodation Management Measure (Dangui) of China University of Geosciences" and sign on the Security Letter. You should also provide 1-inch registration photo and a copy of the passport to get the key and air conditioner remote control.

(2) All the new students should register at office 213 for room check-in.

(3) Self-supporting students wishing to stay inside of the dormitory are expected to pay a one time payment of one academic year rent and after, can pay one semester. If your study period is not more than six months, you should pay all the rent one time.



1. Students can register for Dorm door pass permission at reception.
2. Students can charge your electricity at Self-service machine at first floor of Dangui. And students can charge electronic fee and hot water at Self-service machine at first floor in international students apartment of future city campus.
3. Due to different water supply system, the hot water supply time in Dangui is 7:00-9:00, 19:00-23:00, and whole day hot water supply in future city campus.
4. Room reparation: register at reception of your dorm

## **2. Application Procedures and Precautions for room changing**

International students' dormitory and the international student office will arrange rooms for students who wishes to live in the dorm. Students are forbidden to change rooms without seeking the office permission. If there is a special reason why a student wishes to change room and the conditions for room change are favourable, students can apply to change. Process for changing room is as follows:

(1) The student should fill the "Dormitory Exchange Application Form" which is acquired from office 213.

(2) In a semester, a student can change room only once.

(3) If the student is owing rent, the student has to first pay his debt before the room will be changed.

(4) The qualified students who get approval can exchange dormitories, and those who fail are not allowed to exchange dormitories without the approval.

(5) Complete the room change procedures within 3 working days after the application is approved, students are required to clean the original room and return the room key to reception, and then go to office 213 to apply for room electricity transformation.

## **3. Noise Making**

In order to provide each student with a quiet learning environment, the college pays special attention to noise control management in the dormitory. Students are not allowed to hold any kind of parties in the dorm. Loud music which results in disturbing others is prohibited.

### **→Penalties for Students who Violates the Dormitory Management Regulations**

<b>TIMES</b>	<b>Disciplinary Action</b>
First Noise Complaint	Oral Warning
Second Noise Complaint	Paper Warning
Third Noise Complaint	Not allowed to stay in the dorm

### **→Noise complaints specific measures:**

(1) All students once found making unnecessary noise in the dormitory

(including the surrounding areas of the dormitory) can be reported immediately to the security personnel found on the first floor of each dormitory management staff.

(2) Students who are reported for noise making will be warned by the dormitory.

(3) If the student does not listen to the security personnel and continues making noise, the student will be reported to the international student staff and will be punished in accordance with the above provisions for curbing noise in the dorm and its environs.

**Noise Prohibition Time: Day: 12: 00 am --- 14:30 pm; Night: 10: 30 pm --- 8:00 am**

**Complaint Phone Number: 87515872**

#### **4. Visitors**

International students who have invited friends and family members to China for a visit are required to reserve rooms for their visitors in a hotel. The university does not provide accommodation for non-students in the international students dormitories.

When visiting students in the dormitory, visitors are required to register with the security personnel on the first floor of the dormitory with a valid ID (passport, national ID card or student ID card). visitors are not allowed to stay overnight in the dormitory. They will need to vacate the dorm before the doors are closed for the night.

**It is forbidden to lend your personal student ID to any others.**

**Dormitory Opening Time: 6:00 A.M.**

**Dormitory Closing Time: 11:00 P.M.**

#### **5. Daily Management Regulations**

The dormitory has a public kitchen at each floor, but no kitchenware is provided. Open flames are prohibited in the dormitory. Cookers are only allowed to be used in the public kitchen and prohibited in student's room. High-power electrical appliances, such as heaters, immersion heater, gas tanks and other flammable and explosive materials are strictly prohibited to be used in the dormitory. Once found, the items will be confiscated and students will receive punishment according to dormitory

regulation.

Kitchens and public areas are not allowed to discard trash and store personal belongings.

It is prohibited to smoke, drink alcohol, store or use washing machine, feed pets and do religious activities are prohibited in public areas.

Turn off the power when leaving the dormitory to prevent fires and take good care of public facilities.

## **6. Residence For Family Members Accompanying International Students**

(1) The university does not provide residence for spouses and their family members in the dorm.

(2) If international students invite their spouses and family to accompany them for their studies, they will have to rent their own off campus accommodation. They can temporarily stay in a hotel till they rent their own off-campus accommodation. They are not allowed to stay in the international students dormitory. After providing the office with the temporary accommodation registration form and also after self-supporting students have paid health insurance, they will be provided with document for residence permit application.

(3) Violators will be forced to move out of the dorm and the student will be punished and other punishment measures will apply.

## **7. Off-campus Living Application**

1.The international student for whom university has arranged room in international dormitory, if there is no particular reason, can not rent a room outside,

2.Students, who are going to apply for an off-campus accommodation in case of a special cause, must submit an application to the International Education College according to the following process, and can only start living off-campus after completing the relevant procedures and obtaining the permission of the International Education College. Students must sign The Safety Agreement of Off-Campus Accommodation of CUG. Once students are allowed to live outside can't apply for living in campus within one year.

3. After living outside, student's bed won't be reserved. The living subsidy of Chinese Government Scholarship Students need to register in international office on 16th - 20th per month. The standard of subsidy will be granted to the students monthly, 700RMB/month for bachelor and master, 1000RMB/month for PHD.