

留学生公寓安全管理及违纪处罚规定

Regulations on Safety Management and Disciplinary Punishment of Dormitories for International Students

(修订版)

(Revised Edition)

为加强学校对留学生公寓的管理，为留学生及周边学生公寓营造一个整洁、文明，安全的学习生活环境，根据《南京林业大学留学生手册》及实际违纪行为，设定三个处分等级，分别为院级通报、院级警告、院级严重警告，具体条款如下：

In order to strengthen the school's management of dormitories for international students and create a clean, civilized, and safe study and living environment for international students and surrounding students, according to the "Nanjing Forestry University Handbook for International Students", three levels of punishments have been set based on the actual violations, namely the college-level notification, the college-level warning and the serious college-level warning. The specific terms are as follows:

第一条 关于用电安全

Article 1 Electricity Safety

1、严禁在寝室内私拉乱接电线、网线等，在宿舍因乱拉电线造成火险，危及宿舍安全的，给与院级警告处分。

1. It is strictly forbidden to pull wires and network cables privately in the dormitory. If the wires are pulled indiscriminately in the dormitory and cause fire hazard and endanger the safety of the dormitory, a college-level warning would be given.

2、公寓空调插头为专属插头，禁止私自改接空调插座电路或在插座上使用其他电器，尤其大功率电器；禁止随意拔、插或使用空调以外设备。违反者取消（或停止）本宿舍使用空调权利。

2. The dormitory air conditioner plug is an exclusive plug. It is forbidden to change the circuit of the air conditioner socket or use other electrical appliances in the socket, especially high-power electrical appliances; it is prohibited to unplug, plug in or use equipment other than the air conditioner at

will. The right to use air conditioner in the dormitory would be canceled (or reversed) in case of violations.

第二条 关于防火安全

Article 2 Fire Safety

1、严禁在寝室内吸烟，违者给与院级通报；

1. It is strictly forbidden to smoke in the dormitory. A college-level notification would be given in case of violations.

2、严禁在寝室内使用明火，如蜡烛酒精炉等；严禁在宿舍内焚烧杂物，严禁在宿舍内存放剧毒、易燃、易爆物品；违者给与院级警告处分；

2. It is strictly forbidden to use open flames in the dormitory, such as a candle alcohol stove etc.; it is strictly forbidden to burn sundries in the dormitory, and it is strictly forbidden to store highly toxic, flammable, and explosive materials in the dormitory. A college-level warning would be given in case of violations.

第三条 严禁在宿舍内酗酒、赌博或变相赌博、聚众斗殴、起哄闹事、摔砸酒瓶等爆响物，严禁从宿舍窗户或阳台向楼下扔杂物，违者给与院级警告处分；

Article 3 It is strictly forbidden to indulge in excessive drinking, gamble or gamble in disguised forms, gather crowds for fighting, make disturbances, and smash wine bottles or other explosive objects in the dormitory. It is strictly forbidden to throw sundries downstairs from the dormitory windows or balcony. A college-level warning would be given in case of violations.

第四条 严禁在宿舍高声喧哗、娱乐嬉闹影响周边同学学习及休息，严禁在宿舍留宿外来人员，违者给予院级警告处分。

Article 4 It is strictly forbidden to make loud noises and play in the dormitory to affect the study and rest of the surrounding students. It is strictly forbidden to have the outsiders living in the dormitory. A college-level warning would be given in case of violations.

第五条 严禁将一卡通转借他人使用或使用他人一卡通，经批评教育屡教不改者给与院级警告处分；

Article 5 It is strictly forbidden to lend the smart card to others or use the smart card of others, and those who fail to correct their behaviors after being criticized and educated would be given a college-level warning;

第六条 晚上不回宿舍居住者，必须提前到学院办理夜不归宿请假手续，且回校后来学院销假，未办理请假手续擅自夜不归宿者给予院级通报。（仅适用于本科学生）

Article 6 Those who do not return to the dormitory at night must apply to the college for leave at night in advance, and cancel the leave after returning to school. Those who do not return to the dormitory without going through the formalities would be given a college-level notification. (Only applicable to undergraduate students)

第七条 严禁在宿舍内饲养宠物，违者除没收宠物外给予院级通报；

Article 7 It is strictly forbidden to keep pets in the dormitory. In case of violations, pets would be confiscated and a college-level notification would be given.

第八条 公寓内配置的家具电器设备平日须爱护使用，出现使用故障时应及时向管理员报修，严禁私自拆修，因个人使用不当造成设备损坏须照价赔偿并给予院级通报；严禁将公寓内任何公用家具电器设备带出宿舍，造成公用电器丢失的宿舍须集体赔偿丢失物品并给与院级警告处分。

Article 8 The furniture and electrical appliances installed in the dormitory must be used with care on a daily basis. If there is a malfunction, please report to the administrator in time for repair. It is strictly prohibited to dismantle and repair the equipment without permission. The equipment damage caused by improper personal use must be compensated at the original price and a college-level notification would be given. It is strictly prohibited to take any public furniture and electrical appliances in the dormitory out of the dormitory, the loss of public electrical appliances must be compensated collectively by all dormitory personnel, and a college-level warning would be given.

第九条，严禁组织、宣传宗教活动，严禁在公共场合进行任何宗教仪式，违者给与院级警告处分。

Article 9 It is strictly forbidden to organize and propagate religious activities, and it is strictly forbidden to conduct any religious ceremonies in public places. In case of violations, a college-level warning would be given.

第十条 不得在公寓楼内乱丢垃圾、乱涂乱画、张贴海报，散发传单等；严禁在公寓楼内从事经商或其他推销活动，违者给与院内通报批评；

Article 10 It is forbidden to litter, scribble, post posters, distribute leaflets,

etc. in the dormitory; and it is strictly forbidden to engage in business or other sales activities in the dormitory. In case of violations, a college-level notification would be given.

第十一条 严禁止将厨余垃圾及异物倒入下水道中，严禁将卫生纸及卫生用品扔入下水道内，以免造成下水道堵塞；出现下水道堵塞的宿舍须集体承担疏通费用同时给与院级严重警告处分；

Article 11 It is strictly forbidden to pour kitchen waste and foreign objects into the sewers, and it is strictly forbidden to throw toilet paper and sanitary products into the sewers so that to avoid clogging the sewers; dormitories with clogged sewers must collectively bear the dredging costs and a serious college-level warning would be given.

第十二条 严禁人为破坏门禁系统机具、网络等设备，严禁用异物将单元门抵住影响门禁系统正常工作。违者给与院级警告处分；

Article 12 It is strictly forbidden to damage the access control system equipment, network and other equipment, and it is strictly prohibited to use foreign objects against the unit door to affect the normal operation of the access control system. In case of violations, a college-level warning would be given.

第十三条 严禁将管制刀具带入公寓，违者给与院级警告处分；

Article 13 It is strictly forbidden to bring controlled knives into the dormitory. In case of violations, a college-level warning would be given.

第十四条 严禁擅自挪用学生公寓内任何消防器材，私拆防火、防盗等安全防护设施，违者给与院级警告处分；

Article 14 It is strictly forbidden to misappropriate any fire-fighting equipment in the student dormitory, privately dismantle fire-prevention, anti-theft and other safety protection facilities. In case of violations, a college-level warning would be given.

第十五条 严禁随意攀爬校内各种围栏、围墙；严禁翻爬公寓区大门及一卡通闸机；违者给与院级严重警告处分；

Article 15 It is strictly forbidden to climb all kinds of fences and walls in the school at will; and it is strictly forbidden to climb over the dormitory gates and the gates of the smart card. In case of violations, a serious college-level warning would be given.

第十六条 严禁擅自留宿外来人员及未向学院报备擅自离校居住，违者

给与院级警告处分；

Article 16 It is strictly forbidden to have the outsiders living in the dormitory or live outside of the dormitory without permission. In case of violations, a college-level warning would be given.

第十七条 严禁擅自将床位转租、转借他人；私自调换寝室，占用其它床位资源；私自换、加门锁及私配钥匙的，违者给与院级警告处分；

Article 17 It is strictly forbidden to sublet or lend beds to others without authorization; exchange dormitories and occupy other bed resources without authorization; In case of changing, adding door locks, and assigning keys without authorization, a college-level warning would be given.

第十八条 严禁在宿舍区内从事租赁、修理，代售等经营活动及收费性服务活动，违者给与院级警告处分；

Article 18 It is strictly forbidden to engage in business activities such as leasing, repair, agent sales and fee-based service activities in the dormitory area. In case of violations, a college-level warning would be given.

第十九条 其它严重违反公寓管理规定或造成严重后果和恶劣影响的。视具体情况给与通报至严重警告处分直至开除。

Article 19 In case of other serious violations of dormitory management regulations or causing serious consequences and adverse effects, a college-level notification, a college-level warning, a serious college-level warning or expulsion would be given according to the specific circumstances.

第二十条 所有来华留学生必须接受校院管理部门的管理和监督，在宿舍检查过程中，对于干扰、阻碍检查人员履行宿舍检查者给与院级通报；

Article 20 All international students who come to China must accept the management and supervision of the school management department. During the dormitory inspection process, a college-level notification would be given for those who interfere with or hinder the inspectors from performing the dormitory inspection.

备注：

Remarks:

- 1、 以上条款请所有学生遵照执行，若有违纪行为情节严重者将加重处理。

All students are requested to comply with the above clauses. In case of

any serious violation of discipline, the punishment will be aggravated.

2、留学生个人宿舍表现将作为奖学金评定的依据，请大家遵照执行！

The performance of international students in the dormitories will be used as the basis for scholarship evaluation. Please follow and implement it!

3、本规定由国际教育学院负责解释和补充。

The International Education College is responsible for the interpretation and supplementation of this regulation.

国际教育学院

International Education College

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