

Administrative Regulations for International Faculty Members

Accommodation

These measures are stipulated in order to standardize the management of accommodation and to provide a good study and living environment for international tenants. The international tenant who resides in the apartment for international faculty members shall abide by the following administrative regulations:

I. It is mandatory that a reservation be made before moving into the apartment for international faculty members. If the international tenant is moving in for the first time, it is necessary to have his/her affiliation on campus apply for accommodation on his/her behalf through the Foreign Service Center. The maximum period of accommodation is two (2) semesters. Re-application is needed if the international tenant wishes to extend his/her tenancy after two (2) semesters.

II. Once the application for accommodation is approved by Foreign Service Center and the contract signed then the applicant can check in. Approval is required from Foreign Service Center for close family members to reside in the apartment. Once approval is given the family members can then check in. It is strictly prohibited to lend, sublease, or accommodate unapproved personnel in the apartment for international faculty members.

III. Upon moving in, it is necessary for the international tenant to sign a contract agreement on accommodation in the apartment for international faculty members of Shandong University, for awareness and guarantee of the overall regulations of accommodation. The foreign passport holder should register at the Foreign Service Center with his/her passport.

IV. Upon moving in, it is necessary for the international tenant to pay 1000RMB as deposit. When checking out, if everything in the room is in good condition and the room is clean, the deposit will be given back. If something is damaged or the room is left dirty, the deposit will be deducted according to the damage.

V. After moving in, it is necessary for the international tenant to scrutinize the reminders and instructions, examine and confirm the items, the furniture and other articles in the

room according to the list of items. Anything missing or broken should be made known to the Foreign Service Center. Upon checking out, the Foreign Service Center will examine the rooms according to the list of items. Any loss or damage should be compensated according to the **respective price**.

VI. International tenant should inform Foreign Service Center at least three (3) days in advance before checking out for the necessary steps to be taken. Check out should be processed at the Foreign Service Center only after the rooms have been restored to its original appearance and inspected by an attendant.

VII. International tenant whose contract expires and wishes to continue to reside in the apartment for international faculty members are only allowed no more than seven (7) days and should still pay the rent, water and electricity.

VIII. International tenant must pay rent, water, electricity and heating on time.

IX. International tenant should cooperate with the management of Foreign Service Center according to the universities regulations. Therefore, Foreign Service Center management staff should not be prevented from entering the apartment for international faculty members for work purposes and international tenant will be informed in advance either by telephone or written notice. International tenant should not refuse to relocate personal belongings or switch rooms temporarily when it is necessary.

X. If the International tenant will be away for more than one (1) week; the electricity and gas in the room should be turned off and refrigerator unplugged. In order to guarantee safety, Foreign Service Center has the right to disconnect the electricity in the rooms; otherwise all financial loss shall be borne by the international tenant.

XI. To prevent fire; the electrical unit should not be overloaded with home appliances. The purchase and usage of large electrical appliances exceeding 1000 watts must be approved by Foreign Service Center.

XII. International tenant are prohibited to make any changes to the locks and keys in the apartment for international faculty members. The key must not be lent to anyone other than the approved international tenant of the apartment. Loss of the key should be reported timely to the Foreign Service Center. If loss of the key is not reported and

during the period items are stolen from the apartment, the financial loss will also be borne by the international tenant.

XIII. International tenant should take good care of the facilities; keep the public areas clean; don't damage or ruin the room; live in harmony with neighbors; keep quiet and do not disturb others work and rest.

XIV. The following acts are not allowed in the apartment for international faculty members, otherwise this constitute a breach of the laws and regulations and will attract penalties in accordance with the actions:

1. Acts that are against laws and regulations of PRC, the University or social ethics;
2. Acts not in accordance with the laws and regulations of fire prevention, such as storage in the evacuation passages, evacuation stairways, safety exits, dangerous usage of fire, unregulated usage of home appliances, storage and usage of explosives such as poison, flammable items, radioactive chemicals and other dangerous items;
3. Modification of the interior structure of the apartment for international faculty members, unregulated construction or storage in public areas;
4. Damage of indoor or outdoor public facilities, removal of facilities and furniture from the room without approval;
5. Lending or subleasing the room to others;
6. Modification of the door locks or installation of additional locks without approval;
8. Heavy drinking, disturbance, harassment of others or other excessive acts in the accommodation building;
9. Change or use of the rooms for profitable means or other non profitable activities.
10. Other acts that are against the regulations;

The University is entitled to hold international tenants who violate the above-mentioned regulations responsible for restoration, damage, compensation, cancellation of tenancy and submission to the judicial authority for legal actions.

XV. This regulation shall be put in effect as of the date of issue. The power of interpretation remains with the Foreign Service Center of Shandong University.

Foreign Service Center

Shandong University

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