

## **Terms and Conditions of Accommodation in**

### **Beijing Institute of Technology 2019**

In order to ensure the normal order of No.14 dormitory and create a good environment for international students, Office of International Students establishes the following terms under the framework of Beijing Institute of Technology's regulations.

#### **I Check in**

1. Please check in on the exact date that is indicated on the invitation letter.
2. Please offer a valid passport and visa during check in and register for Temporary Residence Record in accordance with the Regulations on the Administration of Entry and Exit of Foreigners of the People's Republic of China.
3. Key deposit (100yuan) is required when checking in, which will be refunded when checking out.

#### **II Accommodation**

1. Please live in the room as designated. It is forbidden to change the accommodation arrangement privately.

2. Curfew:

The dormitory door is opened from 6:00am to 24:00pm from Monday to Thursday, and Sunday. It is required to come back to the dormitory before 24:00pm.

The dormitory door is opened from 6:00am to 2:00am the next day on Friday and Saturday. Students are required to come back to the dormitory before 2:00am.

**The door will be closed at other times.**

For security and health, please come back before 22:00.

3. No smoking and no alcohol in the dormitory.

4. In order to keep the public place clean, please:

- Do not move the furniture.
- Do not post anything on the wall.
- Do not place sundries in the corridor.

5. Don't throw toilet paper into the urinal in case of blockages.

6. To prevent overloading the circuit and to ensure safe use of electricity, please strictly observe the followings:

(1) It is forbidden to use high-power appliances other than air conditioners (eg. hair dryer, induction cooker) in the dormitory. The use of high-power appliances may cause the power in the dormitory to be cut off or even cause a fire. Please go to the hot water room or kitchen to use the hair dryer.

(2) Electricity usage will be charged at 0.58 yuan per kilowatt-hour and will be required to be paid at the reception from 7:30am to 5:00pm.

(3) The electrical box is located in each room. After successful recharge, please insert the card into the slot as shown in the picture. And please return the card to the reception when check out.



(4) Please do not place the mobile phone or laptop on the mattress in case of a fire accident.

(5) If the room is powered off, please contact the reception instead of opening the box.

(6) Please take good care of the refrigerator in the room which is help of keeping the food fresh.

7. Please confirm that the air-conditioner is turned off and the door and windows are locked before leaving the dormitory. If the key is forgotten or lost, please come to the reception and use the spare key to open the door and return it in time after opening the door. If it is lost, please pay 10 yuan for the new key.

8. BIT-Web and BIT-mobile both are available in No.14 Building and the cost is 15 yuan/month/10G. Two students share one ID which will be provided after arrival. There will be 15 yuan in the Internet, if internet usage is over 10G, it will be charged 1yuan/1G. Please contact the teachers if paying extra fee is needed.

Click on the website <http://10.0.0.55/>, and use the ID and password to log in.



9. Please keep quiet in the dormitory. Loud noises or music that interrupt the rest of other students is not allowed.

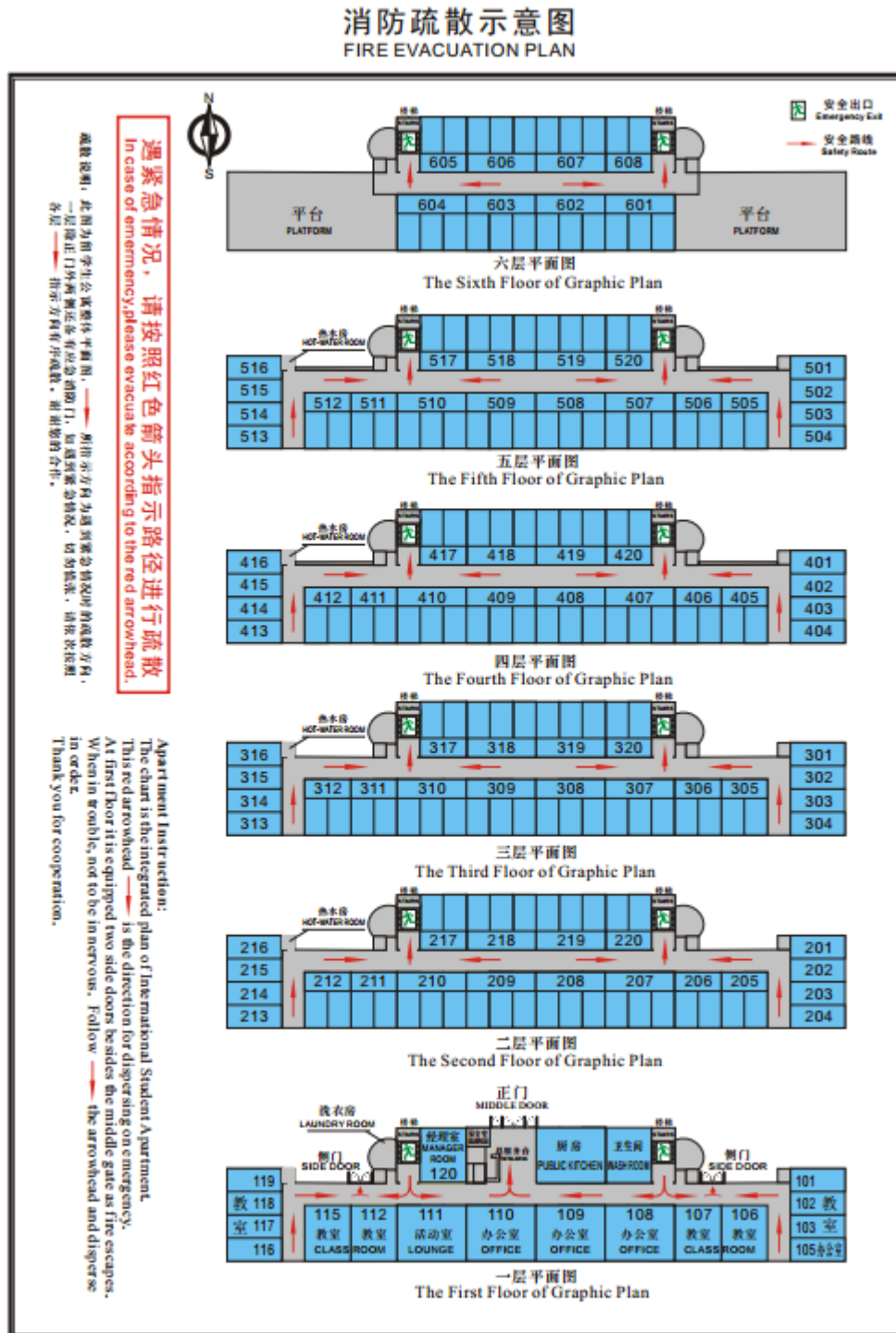
10. This apartment is a public place for teaching and accommodation. In order to protect the lives and property of people and prevent fire accidents, please notice the followings:

(1) Smoke alarms are installed in each room of the apartment. In case of a fire accident, the Monitoring Room on the first floor will immediately receive the alarm, and the staff will check and handle it in time.

(2) Fire extinguishers and fire hydrants are installed at both ends of each floor of the building as shown in the pictures.



(3) A fire evacuation diagram is attached to each door to clearly indicate the fire exits.



11. Laundry service: There is a launderette on the first floor of the No. 14 student dormitory. Please use Wechat or Browser to scan the QR code on the washing machine. It will cost 5-7 yuan for each time.



12. Please come to the reception to apply for a temporary laundry card and use it on the designated washing machine if the way of **Term 11** is not available.

13. There is a boiling water room in the laundry room of first floor and on the west side of the 2nd, 3rd, 4th and 5th floors, which is convenient for drinking water.

14. Please go to the reception to register if there are visitors. Visitors are required to leave at the prescribed time. Visitors are not allowed to stay overnight in the dormitory.

15. Students should take care of their personal belongings and valuables (passports and electronics) in addition to their personal safety.

16. It is the responsibility of each student to properly use and protect the facilities and equipment in the dormitory building and to compensate for the loss caused by improper use. Please find the attached table:

Items	Price in CNY for each	Items	Price in CNY for each
Lock	50	Socket	30
Scribbling on the walls	120/m <sup>2</sup>	Electric gate	300
Air-conditioner	3000	air-conditioner remote	100

Hot-water heater	1500	Door	1000
Door handle	20	Break the door	100 for each time
Power swith	40	Drying rack	100
Bed board	80	Shower spray	20
Wardrobe	500	Desk on the bedroom	2000
Table on the living room	2000	Push-button of toilet	40
Sheet	80	Tap	80
Clearing the sewer	80	Dredging the toilet	80 for each time
Aluminum alloy glass	30/m <sup>2</sup>	Cushion	100
quilt	150	Bed	1000
pillow	40		

#### 17. Emergency Number

IDD Dialing Codes of China	86	The Police	110
Fire Alarm	119	The Ambulance	120
Auto-information Enquiry	168	Phone Number Enquiry	114
Weather Report	121	Traffic Accident Report	122
Emergency Alarm on campus	68912356	Reception of ISC	68918189
Insurance: 400-810-5119			

### III Check-out

1. Please return the key to the reception. The deposit will be paid back to students.
2. Accommodation will not offered to students who want to stay extra days in BIT.

Please check out before 12:00am on the last day of the program.

## 2019 北京理工大学留学生中心学生公寓管理规定

为了保证北京理工大学 14 号楼学生公寓正常的学习生活秩序，为留学生创造良好的学习生活环境，留学生中心在北京理工大学校规的框架下，特制定以下学生公寓管理规定：

### 一、入住

1. 严格按照邀请函所示时间办理入住手续
2. 办理入住手续时，必须提供合法、有效的护照和签证，并依照《中华人民共和国外国人入境出境管理条例》，办理住宿登记。
3. 入住本公寓需要交一百元钥匙押金，退房时归还钥匙会退还押金。

### 二、住宿管理

1. 外国留学生应按指定的房间住宿，禁止私自调整住宿安排。
2. 门禁开放时间：  
周一至周四及周日：早 6:00 至晚 24:00，学生晚上 24:00 以前必须回到宿舍。  
周五、周六：早 6:00 至次日凌晨 2:00，学生凌晨 2:00 以前必须回到宿舍。  
**其他时间门禁关闭。**  
为了学生的身体健康和保持充沛的精力投入学习，请自觉 22:00 前回宿舍。
3. 宿舍内禁烟，禁酒。
4. 为保证公共空间的卫生整洁，请勿移动公寓内家具及电器，禁止墙上贴海报等，禁止在楼道内放置杂物。
5. 请勿将卫生纸丢入马桶内，以免造成堵塞。
6. 为防止电路负荷过大，保证用电安全，请严格遵守以下事项：
  - (1) 宿舍内禁止使用除空调外的大功率电器（例如电吹风、电磁炉等），使用大功率电器会导致宿舍断电甚至可能引发火灾。如需使用吹风机，请到热水房或厨房使用。
  - (2) 用电价格为 0.58 元/度，如余额不足，请到前台充值，充值时间上午 7:30-下午 5:00。

(3) 电箱位于房间内，充值成功后，将电卡插入卡槽中，退房时请将电充值卡交回前台。如图所示：



(4) 请勿将手机放置在床上充电、笔记本电脑放置在床褥上使用，以免引起火灾。

(5) 如房间断电，请及时与前台老师联系，不要私自开启电表箱及电闸箱。

(6) 房间内都配有小冰箱用于储存和保鲜食物，请大家爱护使用。

7. 外出前请确认是否关好空调等电器，要锁好房间门和窗户后离开，钥匙如有遗忘或丢失，请及时与前台老师借用备用钥匙开门，开门后及时归还，如若丢失请支付 10 元新钥匙费用。

8. 宿舍楼内无线网络为 BIT-Web 和 BIT-mobile，费用为 15 元/月/10G，两名学生共享一个账号，请使用学号及密码（入住时提供）登录。入住时，账号余额为 15 元，超出部分 1 元/1G，由学生自行承担，并请联系留学生中心老师续费。

请登录 <http://10.0.0.55/>，使用留学生中心提供的用户名和密码登录。





9. 宿舍内要保持安静，不准大声喧哗和吵闹，不准大声放音乐，以免影响他人休息。

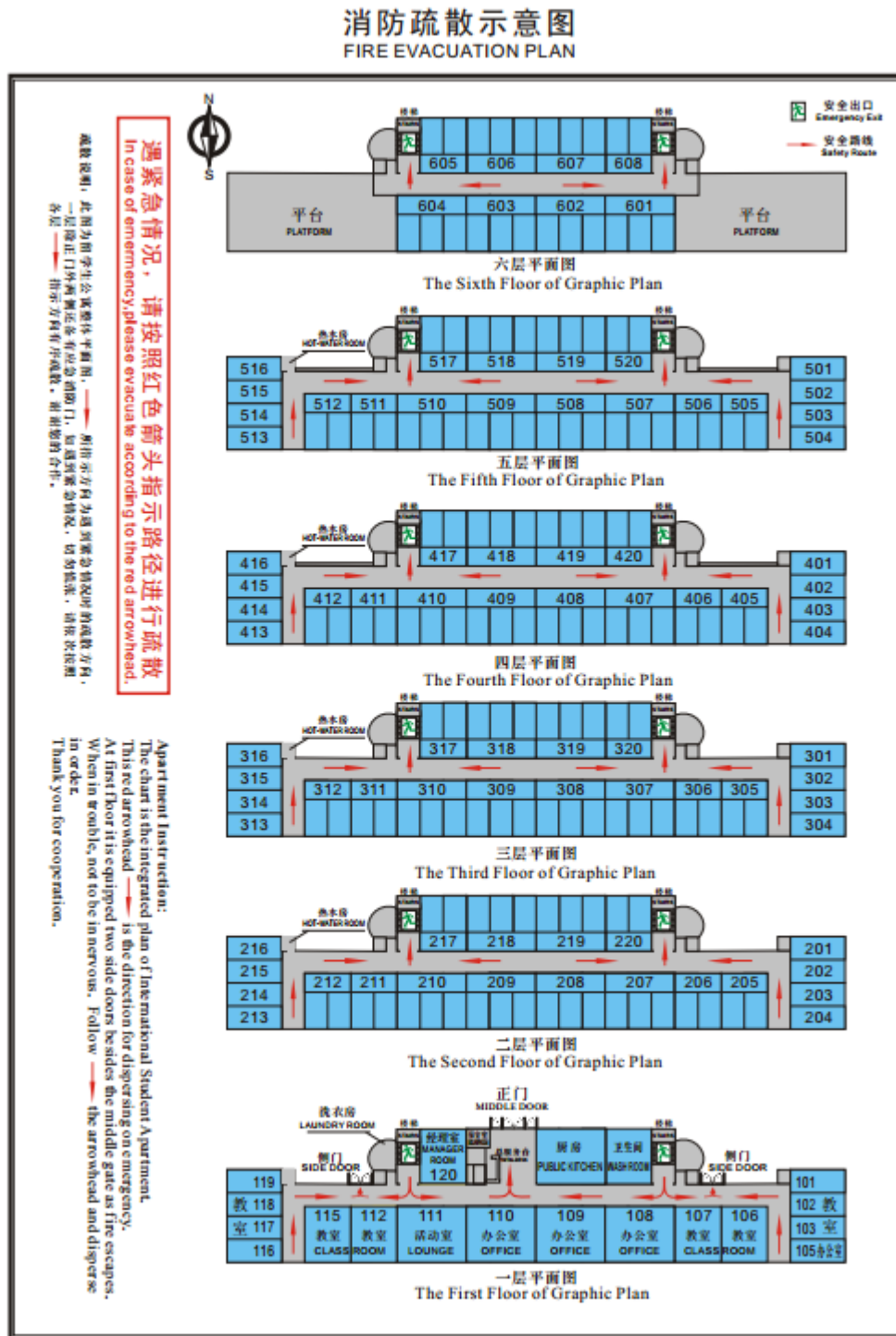
10. 本公寓属于公共办公住宿教学场所，为预防和杜绝火灾事故的发生，保护楼内人员生命及财产的安全，请注意以下几点：

(1) 公寓每个房间内都安装烟感报警器，一旦发生火情和意外情况，会立即响铃报警一楼监控室会收到实时信息，并有工作人员及时查看并作处理。

(2) 每层楼的楼道两端中配备有灭火器及消防栓，如图所示。



(3) 每扇门后贴有消防疏散示意图，清晰标注出消防通道和出口。



11. 学生公寓一层配备有洗衣房，请使用微信或浏览器扫描二维码，每次 5-7 元不等。



12 没有微信、有微信不能进行手机支付洗衣的同学可以到前台办理临时洗衣卡，并在指定的洗衣机上使用。

13.在一层洗衣房内以及 2、3、4、5 层西侧拐角处设有开水房，方便打水饮用。

14. 如有朋友来访，请到前台做好会客登记，按规定时间离开，不得容留他人在宿舍过夜。

15. 加强安全防范和自我保护意识，妥善保管个人护照及财物。

16. 入住者有正常使用、妥善保管学生宿舍楼内的各项设施、设备的责任，因使用不当造成损失的按价赔偿。附表如下：

名称	价格/人民币	名称	价格/人民币
门锁	50 元/把	插座	30 元/个
乱涂乱画	120 元/平方米	电闸	300 元/个
空调	3000 元/台	空调遥控器	100 元/个
热水器	1500 元/台	门	1000 元/扇
门拉手	20 元/个	人为踢坏门	100 元/次
二位开关	40 元/个	室外晾衣架	100 元/根
床板	80 元/张	淋浴喷头（管）	20 元/个
衣柜	500 元/个	卧室桌椅	2000 元/套
客厅桌	2000 元/套	马桶冲水按钮	40 元/个

床单	80 元/条	水龙头	80 元/个
疏通下水道	80 元/次	疏通马桶	80 元/次
铝合金玻璃	30 元/平方米	褥垫	100 元/条
棉被	150 元/条	床	1000 元/张
枕头	40 元/个		

### 17. 紧急电话

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### 三、退宿

1. 请将钥匙退还到前台处，届时将退还钥匙押金。
2. 公寓内不接收超期住宿学生，请各位同学在退宿当天中午 12 点以前办理退宿。