



**University of
Nottingham**

UK | CHINA | MALAYSIA

Student Accommodation Handbook



September 2025



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I. Welcome

Dear Students,

Welcome to the University of Nottingham Ningbo China (UNNC)!

Though you come from all over the world, shared ideals and common aspirations bind us closely together, forming the warm UNNC International Community. Here, you will find classmates who will strive alongside you, teachers who will care for you, and us—all staff from the Logistics Affairs Center—who are dedicated to serving you sincerely.

Your satisfaction is our top priority. With full enthusiasm and a spirit of excellence, we will put in 100% enthusiasm, sincerity, and care to create a comfortable living environment conducive to learning, where you can thrive. To deliver high-quality dormitory management and services, each dormitory building is staffed with Life Tutors and Student Residence Receptionists and other support staff, who are ready to assist you with all your needs.

Your dorm is your home, and it takes a kind heart to shape it, full enthusiasm to decorate it, positive actions to build it, and sincere care to nurture it. We believe that with our active efforts and your support and participation, you will enjoy a harmonious and safe community life in a well-ordered dormitory environment. To help you quickly adapt to dormitory life and understand the relevant management and services, we have specially prepared this Student Accommodation Handbook.

The university is making steady progress in all its work, and so are we—though there may still be areas where we can improve. We sincerely welcome your valuable opinions and suggestions. You can reach us at any time via email: LAC@nottingham.edu.cn. We will take every problem or concern you encounter in dormitory life seriously and provide timely, sincere responses and assistance.

We promise to serve you wholeheartedly to ensure your satisfaction.

Finally, we wish you all a happy life and great academic success!

Logistics Affairs Centre
University of Nottingham Ningbo China

II. One-Stop Service Centres

The university currently has two **One-Stop Service Centres**—one on campus, and the other in the off-campus accommodation—HOLA (a 15-minute drive from the campus).

Residential Hub (On-campus):

Located on the west block of the first floor of **15# Student Dormitory** (adjacent to Fountain Square and the Campus Police Centre), it provides community services (including accommodation, network, financial, facilities, and security support) to staff and students.

Service Categories:

- ★ Accommodation Services: Handling and consulting on all accommodation-related matters (e.g., check-in, renewal, or policy inquiries).
- ★ Financial Services: Accommodation fee settlement, campus card top-up, and utility fee refunds.
- ★ Facilities Services: Maintenance, repair and cleaning services.
- ★ Security Services: Surveillance footage inquiry, parking permit application, handling of campus vehicle violations (parking or speeding), drone registration, etc.
- ★ Network Services: Provision of the “UNNC-Living” network for student dormitories.
- ★ Self-Service: Access to campus card activation devices, printers, and copiers.

Contact Information:

- ★ Office Hours: Monday to Friday, 8:30 - 12:00 and 13:00 - 17:00
- ★ Accommodation Services: Accommodation@nottingham.edu.cn, 0574-88180820/88180811
- ★ Internet Services: SRNS@nottingham.edu.cn, 0574-88180997
- ★ Security Services: SSO@nottingham.edu.cn, 0574-88180078

Welcome Point (Off-campus, HOLA)

Located on the first floor of **HOLA 4# Building**, it provides services (including accommodation management, facilities maintenance, security support and shuttle service) to staff and students.

Service Categories:

- ★ Accommodation Services: Handling and consulting on all accommodation-related matters (e.g., check-in, renewal, or policy inquiries).
- ★ Facilities Services: Maintenance, repair and cleaning services.
- ★ Security Services: parking permit application, handling of campus vehicle violations (parking or speeding), etc.



Contact Information:

Office Hours: Monday to Friday, 8:30 - 12:00 and 13:00 - 17:00

Accommodation Services: HOLA@nottingham.edu.cn, 0574-88180608

24-Hour Emergency Hotline: 0574-88180611

Note: The business hours of the One-Stop Service Centres will be adjusted during university winter/summer vacations and public holidays. Please stay updated with notifications from LAC.

III. Accommodation Services

1. Student Accommodation Management System

- ★ Website: <https://accommodation.nottingham.edu.cn>
- ★ Select UNNC Account (Single sign-on), log in with your student account and password; For the first log-in, you must also tick the box stating: "I have read, understood, and agree to all terms of UNNC Student Accommodation Agreement, UNNC Privacy Statement, and UNNC Consent Form for Collecting and Processing Personal Information in Accommodation Management System."

2. Check-in

2.1 Check-in Rules

- ★ Full-time students eligible for on-campus accommodation must pay the full amount of the accommodation fee within the specified deadline in accordance with the Student Accommodation Fee Schedule. Accommodation fees are charged on a 10-month academic year basis; dormitories are generally unavailable during winter and summer breaks.
- ★ Residents must comply with all dormitory regulations and sign the UNNC Student Accommodation Agreement.
- ★ Residents must live in the assigned dormitory building, room, and bed. Unauthorized occupation, swapping rooms/beds, or using other rooms is prohibited.
- ★ Upon check-in, residents must verify the condition of all provided facilities against the Student Dormitory Facilities Checklist. If defects are not reported by the end of the check-in day, it will be deemed that you accept the facilities as intact. You will be required to pay full compensation at original prices for any missing or damaged items at check-out.
- ★ In principle, full-time undergraduate students must reside in university dormitories. Postgraduate (Master's/PhD) students may live off-campus (self-arranged) after completing the Application via the Accommodation Management System. Students seeking off-campus accommodation for exceptional reasons must apply via the Accommodation Management System during designated periods:

- ★ New students: Within one week of official registration.
- ★ Returning students: May or December annually.
- ★ Mid-semester check-outs are generally not permitted. Please refer to the UNNC Off-Campus Accommodation Management Policy for details.
- ★ Students needing accommodation extension due to prolonged academic programs must submit proof from ASO and apply via Accommodation Management System or One-Stop Service Centre. Fees follow the Student Accommodation Fee Schedule.
- ★ Students applying for winter/summer vacation accommodation due to university-organized academic activities (e.g., research, competitions, exams) should check notifications from the Logistics Affairs Centre in a timely manner.
- ★ Students exceeding the maximum study period are ineligible for accommodation. Full-time PhD students have a 3-year accommodation limit.
- ★ Returning students applying for dormitories must submit academic reinstatement documents from ASO via the Accommodation Management System or One-Stop Service Centre.
- ★ Students missing centralized check-in may apply through individual dorm check-in processing.

2.2 Individual Dorm Check-in

Eligibility: Registered full-time students with an active enrollment status.

Application Period: From the start of the semester to the beginning of the last teaching week (per the academic calendar).

Application Steps:

- ★ Submit Application: Apply via the Student Accommodation Management System or One-Stop Service Centre.
- ★ Dorm Selection: The university will provide up to 3 available beds based on your enrollment type. For on-site inspections, consult the front desk of the relevant dormitory building in person.
- ★ Payment & Check-In: Once a bed is selected, complete payment via the Student Accommodation Management System or One-Stop Service Centre. After payment, proceed to the front desk of the chosen dormitory building to process check-in. To cancel, email Accommodation@nottingham.edu.cn (on-campus accommodation) or HOLA@nottingham.edu.cn (off-campus accommodation) promptly to avoid incurring charges.

2.3 Residence Renewal

Eligibility: Registered full-time resident students with an active enrollment status.

Renewal Period: Late August annually, subject to notifications from the Logistics Affairs Centre.

Renewal Process: Log in to the Student Accommodation Management System, select the "Accommodation Renewal" tab, and complete online payment as per system instructions.

- ★ Accommodation fees must be paid in full for the entire academic year (installments are not accepted).
- ★ Failure to complete renewal within the specified timeframe will result in the university initiating the check-out process in accordance with regulations

2.4 Vacation Stay

Eligibility: Registered full-time resident students. Applicable scenarios for vacation stay primarily include university-organized academic practice programs and professional service department internships, including but not limited to: undergraduate summer research, postgraduate (Master's/PhD) thesis/research, academic competitions (including sports), and professional service department internships. The following cases are exempt from summer stay application:

- ★ Taking August make-up exams;
- ★ Taking CET (College English Test), with stay automatically extended until the end of the exam;
- ★ Summer graduates, with stay automatically extended until the end of the graduation ceremony;
- ★ One-year Master's graduates and MRes (Master of Research) graduates, with stay extended until August 31.

Application Period: May and December annually, subject to notifications from the Logistics Affairs Centre (LAC).

Application Process:

- ★ Log in to the Student Accommodation Management System (SAMS), navigate to "Other Services" → "Vacation Stay Application", and complete the required information as instructed;
- ★ The Department of Campus Life (DCL) will review applications within 5 working days;
- ★ The Logistics Affairs Centre (LAC) will allocate rooms based on review results;
- ★ Log in to SAMS, click "Historical Applications" to confirm the allocated room, and proceed to the front desk of the designated vacation stay dormitory building on the planned check-in date to complete check-in. Failure to check in on time will result in the cancellation of vacation stay eligibility.

2.5 Extended Stay for Postgraduates

Eligibility: Master's students who need to extend their stay due to academic reasons (e.g., delayed thesis submission) may apply for an extended stay until their thesis submission date.

Application Period: August each year

Application Steps:

- ★ Send an email to accommodation@nottingham.edu.cn (for on-campus accommodation) or HOLA@Nottingham.edu.cn (for off-campus accommodation) to submit your application, attaching relevant supporting documents;

- ★ The Logistics Affairs Center will complete the review within 5 working days upon receiving the application. Once approved:

On-campus residents: Within 3 days, first complete check-out at the front desk of your original dormitory, then proceed to the front desk of the extended-stay dormitory to check in;

HOLA (off-campus) residents: Contact the One-Stop Service Center (Welcome Point) for assistance.

3. Accommodation Change

3.1 Accommodation Change Policy

Each student may apply for a room transfer only once per academic year, unless the transfer is necessary due to maintenance issues (e.g., facility or equipment repairs).

3.2 Accommodation Transfer Application

Eligibility: Registered full-time resident students with an active enrollment status.

Application Period: From the start of the semester to the beginning of the last teaching week (per the academic calendar).

Application Process:

- ★ Submit Application: Apply via the Student Accommodation Management System (SAMS) or One-Stop Service Centre.
- ★ Bed Selection: The university will provide up to 3 available beds based on your enrollment type. For on-site inspections, consult the front desk of the relevant dormitory building.
- ★ Payment Settlement: Once a bed is selected, complete payment via SAMS or the One-Stop Service Center. To cancel your application, email accommodation@nottingham.edu.cn (for on-campus accommodation) or HOLA@Nottingham.edu.cn (for off-campus dormitories) promptly to avoid incurring charges.
- ★ Check-Out Process: Complete check-out at the front desk of your original dormitory within 3 days. After the Logistics Affairs Centre (LAC) completes the dormitory inspection: You will receive an electricity refund slip (only for dormitories requiring pre-paid electricity);
- ★ Return your keys and remote controls;
- ★ Your access card privileges will be deactivated.
- ★ Check-In Process: Check in at the front desk of your new dormitory building. For off-campus accommodation residents, please contact the One-Stop Service Center (Welcome Point) for assistance.

3.3 Spring Dormitory Selection

Eligibility: Registered full-time on-campus dormitory residents who are third-year students (including commuter students and exchange students).

Application Period: April each year.

Application Steps:

- ★ Participate in Selection: Join either online group room selection or individual room selection, and choose between a single room or four-person suite.
- ★ Complete Payment: After completing the online selection, log in to the Student Accommodation Management System (SAMS) in mid-to-late August to make the online payment and secure your bed.
- ★ Notes: Please pay attention on room selection notifications from LAC. The final room allocation is subject to your enrollment status.

3.4 Lower-level Bed Application

Eligibility: Registered full-time on-campus residents with an active enrollment status. May apply for assignment to a lower-level bed for up to 1 month due to medical conditions.

Application Period: During the semester (excluding holidays).

Application Process:

- ★ Submit Application: Email the completed Lower-Level Bed Application Commitment Letter to Accommodation@nottingham.edu.cn, attaching a medical certificate issued by a Class 3 Grade A (or above) hospital.
- ★ Review & Check-In: LAC will complete the review within 5 working days and notify the result via email. If approved, check in at the front desk of the dormitory with the assigned lower-level bed and report the move to the front desk of your original dormitory.

4. Check-Out

4.1 Check-Out Rules

Students must complete the check-out procedure within the specified departure period via the Accommodation Management System or dormitory front desk (off-campus residents at Welcome Point, HOLA) if leaving due to:

Graduation | Suspension | Re-sit Exams | Study Abroad | Overseas Programs | Transfer | Withdrawal

Timeline:

- ★ Summer Graduates (undergraduates & 2-year Master's): Within 3 working days after graduation ceremony.
 - ★ Autumn Graduates (1-year Master's): By August 31.
 - ★ PhD Candidates: Within 10 working days after confirmation of degree eligibility.
 - ★ Non-Graduating Students (suspension/re-sit exams/transfer/withdrawal): Within 10 working days after official notice.
 - ★ Study Abroad/2+2 Undergraduates: Before summer break begins.
- Free Luggage Storage (Priority given to non-Jiangsu/Zhejiang/Shanghai resident students)
- ★ Up to 2 standard boxes (62×52×42cm) per academic year for:

- ☆ Study Abroad/Suspended Students
- ☆ Participants of Spring Room Selection
- ☆ Room Consolidation Arrangements

- ★ Full-cycle only (no partial access). Details via LAC notifications.

Graduate Continuing Studies at UNNC:

Complete check-out as a graduate → Re-apply as a new student.

Check-Out Obligations:

Return keys | Clean room | Avoid property damage.

- ★ Compensate at original price for lost/damaged items (Dormitory Facilities Checklist).
- ★ Last departing student claims electricity refund.
- ★ Fee settlement per UNNC Accommodation Fee Schedule.

4.2 Off-Campus Residency(self-arranged) Application

Eligibility:

- ★ Undergraduates must reside in university dormitories, with exemptions only under special circumstances.
- ★ Postgraduates (Master's/PhD) may live off-campus after completing this application.

Application Period:

- ★ Current Students: May/December (per academic calendar)
- ★ New Students: Within 1 week of enrollment
- ★ Note: Mid-semester check-out is generally not permitted. See UNNC Off-Campus Accommodation (Self-arranged) Management Policy.

Application Process:

- ★ Submit Application:
 - ★ Log in to Accommodation Management System (SAMS) → Select "Off-Campus Residency" → Complete form.
 - ★ Review & Approval: Department of Campus Life (DCL) reviews within 5 working days.
 - ★ Non-residents: Approval = Application complete.
 - ★ Check-Out (For Current Residents):
 - ★ After approval email, complete check-out at dormitory front desk within 10 working days.
 - ★ LAC will:
 - ☆ Issue electricity refund slip (for prepaid meter dorms)
 - ☆ Collect keys & remote controls
 - ☆ Deactivate access cards

Refund Request:

Email Accommodation@nottingham.edu.cn (on-campus) / HOLA@Nottingham.edu.cn (off-campus)

Refunds processed to designated account within 10 working days.

4.3 Graduation Check-Out

- ★ Undergraduate graduates and two-year Master's graduates: Must complete check-out at the front desk of their respective dormitory within 3 working days after the graduation ceremony.
- ★ PhD graduates: Must complete check-out within 10 working days of receiving the official email confirming their graduation eligibility.

LAC will:

- ★ Conduct a dormitory inspection;
- ★ Issue an electricity refund slip (for dorms with prepaid electricity meters);
- ★ Collect keys and remote controls;
- ★ Deactivate access cards.

Students should process the refund at the One-Stop Service Centre using the refund slip. For students who fail to vacate their beds and complete check-out within the specified timeframe, the university will automatically initiate the check-out process in accordance with regulations.

4.4 Check-Out Due to Academic Status Change

Students must complete check-out at the front desk of their respective dormitory within 10 working days of receiving the notification of academic status change from the Academic Office.

LAC will:

- ★ Conduct a dormitory inspection;
- ★ Issue an electricity refund slip (only applicable to single rooms with prepaid electricity meters);
- ★ Collect keys and remote controls (if any);
- ★ Deactivate access cards.
- ★ After completing check-out:
- ★ Process the electricity refund at the One-Stop Service Centre using the refund slip;
- ★ For any accommodation fee refund, email accommodation@nottingham.edu.cn (for on-campus accommodation) or HOLA@Nottingham.edu.cn (for off-campus accommodation) to submit a request.

LAC will transfer the accommodation refund to the designated bank account within 10 working days. For students who fail to vacate their beds and complete check-out within

the specified timeframe, the university will automatically initiate the check-out process in accordance with regulations.

5. Order & Discipline

Quiet Hours: 11:00 PM to 7:00 AM daily (including weekends and holidays). Residents must maintain a comfortable and quiet environment for themselves and others.

Prohibited Activities:

- ★ No strenuous activities (e.g., ball games) in dormitory buildings.
- ★ No loud noises, high-volume audio-visual equipment, or musical instruments that disturb others' rest.

Lighting & Electricity: Electricity is supplied 24/7. Each dormitory should follow its own dormitory agreement for turning off lights.

Facility Usage: All uniformly equipped facilities (e.g., furniture, appliances) are public property of the . Residents must use them properly and must not disassemble, move, or modify them without permission. Damage or loss caused by human factors will result in full compensation (at original price).

Strict Prohibitions: Illegal and/or commercial activities, or any acts violating Chinese laws and regulations, are forbidden in dormitory buildings.

6. Dormitory Hygiene

- ★ Students should maintain personal hygiene and keep their dormitories clean and tidy.
- ★ LAC is responsible for cleaning the public areas of student dormitories, and students should consciously maintain the cleanliness of these areas.
- ★ Students must properly sort waste and dispose of it in designated recycling points.
- ★ The university conducts dormitory inspections (covering facilities, equipment, safety, and hygiene) every semester. Specific arrangements will be notified to students in advance, and students are required to cooperate.
- ★ Every academic year, the university organizes an Excellent Dormitory Evaluation where dormitory hygiene serves as a basic criterion. Winners will receive both spiritual and material rewards.

IV. Facilities Services

1. LAC-Pay

LAC-Pay is the official WeChat public account of the Logistics Affairs Center (LAC), providing year-round updates on community services and information.



2. Campus Card

Recharge:

- ★ WeChat Recharge: Select “Service” from the menu bar of “LAC-Pay” to access the recharge page.
- ★ Self-Service Devices: Available next to One-Stop Service Centre (Residential Hub).
- ★ Manual Recharge: Offered at the One-Stop Service Centre (Residential Hub).

Refund: Refund services can be processed at the One-Stop Service Centre (Residential Hub)

Loss Reporting: To report a lost card, select “Service” from the menu bar of “LAC-Pay”, then go to The Hub (Portland building, teaching area) to get a replacement card and activate it.

3. Repair Service

LAC provides facilities maintenance services for all residents.

Routine Repair:

Submit requests via the LAC-Pay by selecting “Repair” from the menu.

Emergency Repair:

Contact the front desk of your dormitory building for immediate assistance (on-campus).

Call the 24-hour emergency hotline at 0574-88180611(HOLA).

4. Internet

The university provides free Internet access to all students.

Strictly prohibited in dormitories:

- ★ Using routers;
- ★ Sharing accounts;
- ★ Unauthorized disassembly, modification, or tampering with building network equipment.

5. Water and Electricity

- ★ For students residing in on-campus accommodation, a free monthly allowance of 3 cubic meters of cold water and 3 kilowatt-hours (kWh) of electricity is provided, calculated over a 10-month academic year. Students are responsible for covering any excess usage.
- ★ The accommodation fee for off-campus accommodation (HOLA) already includes free cold water and a designated amount of electricity and hot water fees.
- ★ The recharge method for water and electricity fees is consistent with that of the campus card.
- ★ Hot water fee reference: ¥50 per ton.
- ★ Electricity fee reference: ¥0.558 per kWh (Electricity cost = Power × Usage time × Electricity price).

6. Paid Cleaning Service

Paid cleaning services are provided by LAC. If needed, you can select “Cleaning Reservation” in the repair request column of LAC-Pay. The rate is ¥45 per hour.

7. Direct Drinking Water Dispenser

Both on-campus and off-campus student dormitory buildings are equipped with direct drinking water dispensers, which provide free cold and hot water 24 hours a day.

8. Shared Space

- ★ Opening Hours: 07:30—22:00
- ★ Cleaning Hours: 08:00—09:00, 12:30—13:30, 15:30—16:30
- ★ The shared spaces in student apartments are available for students to study and participate in activities.
- ★ Shared spaces are equipped with public tables, chairs, and other basic infrastructure. If additional facilities or decorations are needed for organizing activities, please apply via email to Accommodation@nottingham.edu.cn (for on-campus) or HOLA@nottingham.edu.cn (for off-campus). Setup can only begin after approval is obtained. If any facilities are damaged during use, please report it to maintenance promptly. After the activity,

clean up, restore the space to its original condition, and turn off lights, air conditioning, windows, and doors.

- ★ Activities in shared spaces must conclude before 22:00 in the evening to avoid disturbing other students' rest.
- ★ Strictly prohibited in shared spaces: using prohibited electrical appliances, conducting commercial activities of any kind, making excessive noise, or engaging in other rule-breaking behaviors.

9. Public Kitchen

- ★ Opening Hours: 07:30—22:00
- ★ Cleaning Hours: 08:00—09:00, 12:30—13:30, 15:30—16:30
- ★ Alcohol consumption, smoking, and excessive noise are strictly prohibited in the kitchen.
- ★ Open flames such as liquefied gas and candles are forbidden.
- ★ If kitchen facilities malfunction, please report to the front desk staff immediately. Do not attempt to inspect or repair them yourself. It is strictly prohibited to temporarily wire electricity, use unauthorized electrical appliances, dismantle, modify, remove, damage, or appropriate facilities without permission. Violators will be required to compensate at the full value of the facilities and will face corresponding disciplinary action.
- ★ Please keep the kitchen clean, sort food waste properly, and do not pour leftover food or other substances into the sink. Take your personal items with you when leaving to avoid affecting other students' use. Unclaimed items will be handled centrally by LAC on a regular basis.
- ★ Please clean up personal food stored in the refrigerator in a timely manner to prevent spoilage from affecting others.
- ★ Please save water and electricity. Turn off the faucet, induction cooker, range hood, lights, etc., when not in use.

10. Laundry

- ★ Opening Hours: 07:30—22:00.
- ★ Fee Structure: ¥5 per 35 minutes for dryers; ¥5 per 35 minutes for washing machines.
- ★ Please adhere to the laundry room rules: Do not wash non-clothing items (e.g., shoes), avoid overloading the machines or using items that exceed size limits, and exercise caution during operation.
- ★ If you encounter any equipment malfunctions, contact the front desk staff immediately—do not attempt to repair the machines yourself. The user shall bear responsibility for repair costs or accidents caused by human error.
- ★ To ensure efficient use of public equipment, please retrieve your laundry promptly after washing/drying.

- ★ If you find unclaimed laundry in the washing machine, you may remove it and place it in the temporary laundry basket.
- ★ The user shall bear full responsibility for any loss of laundry due to leaving it unclaimed for an extended period or overnight.

11. Vehicle Permit

On-Campus Student Accommodation

- ★ Application: Apply for a permit at Window No.4 of the On-Campus One-Stop Service Centre (Residential Hub).
- ★ Required Documents: Bring your campus card, vehicle registration certificate, and driver's license.
- ★ Commitment: Sign the Campus Traffic Safety Commitment stating compliance with campus traffic regulations.
- ★ Validity: Permits are valid for one year. Reapply at Window No.4 promptly upon expiration.

Off-Campus Student Accommodation (HOLA)

- ★ Application: Visit the Welcome Point on working days with your campus card, vehicle registration certificate, and driver's license.
- ★ Underground Parking Fees:
Monthly Subscription: ¥100/month.
Temporary Visitors: Free for the first 3 hours; ¥5 for 3–6 hours; ¥10 for 6–12 hours. Capped at ¥10 per day.

12. Shuttle Service

Off-campus student accommodation provide year-round shuttle services. For specific schedules, refer to the latest timetable posted in the dormitory buildings.



13. Public Facilities Distribution

On-Campus Student Accommodation:

Building	Room Type	Area (m²)	Refrigerators	Washing Machines Dryers	Water Dispensers	Public Kitchen	Shared Space
11#	Single room	20.25	1 st floor	1 st floor	1 st floor	1 st floor	1 st floor
12#	Single suite	12.15	1 st floor	1 st floor	1 st floor	1 st floor	1 st floor
13#	Four-bed room	31.32	1 st floor	1 st floor	1 st floor	/	/
14#	Four-bed room	31.32	1 st floor	1 st floor	1 st floor		
15#	Four-bed room	31.32	1 st floor	1 st floor	1 st floor		
16#	Four-room flat	74.52	1 st floor	1 st floor	1 st floor		
17#	Four-room flat	74.52	1 st floor	1 st floor	1 st floor		
18#	Four-room flat	74.52	1 st floor	1 st floor	1 st floor		
19#	Four-bed room	34.71	1 st floor	1 st floor	1 st floor	1 st floor	1 st floor
20#	Four-room flat	74.52	1 st floor	1 st floor	1 st floor	/	/
22#	Four-room flat	74.52	1st floor	1 st floor	1 st floor		
23#	Four-double-room flat	82.08	2 nd floor/ 7 th floor/ 12 th floor/ 18 th floor	2 nd floor/ 6 th floor/ 10 th floor/ 15 th floor/ 17 th floor/ 20 th floor/ 23 rd floor	2 nd floor to 23 rd floor	7 th floor/ 18 th floor	8 th floor/ 19 th floor

Off-Campus Student Accommodation

Building	Room Type	Area (m²)	Refrigerators, Microwaves	Washing Machines, Dryers	Water Dispensers	Public Kitchen	Shared Space
1# (HOLA)	Type A/B	65/70	/	1st floor	1st floor	/	/
2# (HOLA)	Type A/B	65/70	/	1st floor	1st floor	/	/
3# (HOLA)	Type C/E	84/77	1st floor	1st floor	1st floor	1st floor	1st floor (board game room media room)
4# (HOLA)	Type C/D	84/77	/	1st floor	1st floor	/	/
5# (HOLA)	-	-	1st floor	/	1st floor	1st floor	1st floor (study room)
6# (HOLA)	Type A/B	65/70	/	1st floor	1st floor	/	1st floor (gym)
7# (HOLA)	Type A/B	65/70	/	1st floor	1st floor	/	/



14. Student Dorm facilities list

On-campus student accommodation:

Building / Room Type	Item	Number of Units	Fee
Building 11: Single room	Air-conditioning	1	2000RMB
	Air conditioning remote control	1	100RMB
	Air conditioning remote control cover	1	20RMB
	Wall space	1Square	50RMB
	Chair	1	130RMB
	Armoire	1	1500RMB
	Closet door	1	200RMB
	Closet inside pole	1	15RMB
	Door	1	1300RMB
	Toilet door	1	1000RMB
	Towel rack / glass rack	1	100RMB
	Bed	1	1200RMB
	Casement window	1	500RMB
	Face desk mirror	1	300RMB
	Washing pool (basin)	1	400RMB
	Toilet lid	1	100RMB
	TV cabinet / shoe cabinet	1	300RMB
	Table	1	500RMB
	Hard mattress	1	230RMB
	Curtain	1	500RMB
	Curtain track	1	100RMB
	Electronic lock (installation fee)	1	600(300) RMB
	two-color trash can	1	50RMB
	Floor Adhesive Removal Fee	1Square	40RMB
Building 12: Single room	Air-conditioning	1	2000RMB
	Air conditioning remote control	1	100RMB
	Air conditioning remote control cover	1	20RMB

	Wall space	1Square	50RMB
	Writing Desk	1	1350RMB
	Wardrobe	1	1700RMB
	Bed	1	1800RMB
	Chair	1	230RMB
	Mattress	1	460RMB
	Closet door	1	200RMB
	Closet inside pole	1	15RMB
	Door	1	1400RMB
	Toilet door	1	1200RMB
	Casement Window	1	500RMB
	Window Screen	1	190RMB
	Clothes Rail	1	140RMB
	Curtain Rod	1	80RMB
	Curtain	1	500RMB
	Towel rack	1	120RMB
	Corner Shelf	1	70RMB
	Paper Holder	1	60RMB
	Handheld Shower Head	1	400RMB
	Shower Curtain Rod (with Curtain)	1	120RMB
	Face desk mirror	1	200RMB
	Bathroom Vanity	1	670RMB
	Washing pool (basin)	1	350RMB
	Toilet lid	1	100RMB
	Toilet	1	670RMB
	Gate electronic lock (installation fee)	1	500RMB
	two-color trash can	1	50RMB
	Floor Adhesive Removal Fee	1Square	40RMB
Building 13 / 14 / 15 / 19: Four-person Room	Air-conditioning	1	2500RMB
	Air conditioning remote control	1	100RMB
	Air conditioning remote control cover	1	20RMB

	Chair	1	130RMB
	Wardrobe	1	1500RMB
	Door	1	1000RMB
	Toilet door	1	600RMB
	Wall space	1Square	50RMB
	Towel rack	1	100RMB
	Closet inside pole	1	15RMB
	Closet door	1	100RMB
	4-Door Wardrobe	1	50RMB
	Face desk mirror	1	300RMB
	Toilet lid	1	100RMB
	Bed Slats	1	200RMB
	Mosquito Net Rod	1	50RMB
	Mosquito Net Frame	1	100RMB
	Washing pool (basin)	1	400RMB
	Curtain	1	300RMB
	Curtain track		
	1	100RMB	
	Key (electronic door lock)	1	5RM (15RMB)
	two-color trash can	1	50RMB
	Floor Adhesive Removal Fee	1Square	40RMB
Building16/17/22: Four-person suite	Air-conditioning	1	2000RMB
	Air conditioning remote control	1	100RMB
	Air conditioning remote control cover	1	20RMB
	Chair	1	130RMB
	Armoire	1	1500RMB
	Closet door	1	100RMB
	Door	1	1000RMB
	Toilet door	1	600RMB
	Wall space	1Square	50RMB
	Towel rack / glass rack	1	100RMB

	Closet inside pole	1	15RMB
	Balcony door	1	500RMB
	Face desk mirror	1	300RMB
	Washing pool (basin)	1	400RMB
	Toilet lid	1	100RMB
	Bed	1	1200RMB
	Curtain	1	300RMB
	Curtain track	1	100RMB
	TV cabinet / shoe cabinet	1	300RMB
	Key (electronic door lock)	1	5RM (15RMB)
	Gate electronic lock (installation fee)	1	600 (300RMB)
	Window Safety Net	1Square	150RMB
	two-color trash can	1	50RMB
	Floor Adhesive Removal Fee	1Square	40RMB
Building 18 / 20: Four- person Suite	Air-conditioning	1	2000RMB
	Air conditioning remote control	1	100RMB
	Air conditioning remote control cover	1	20RMB
	Chair	1	130RMB
	Armoire	1	1500RMB
	Closet door	1	100RMB
	Closet inside pole	1	15RMB
	Study desk	1	1500RMB
	Bed	1	1200RMB
	Curtain	1	300RMB
	Wall space	1Square	50RMB
	Bedroom Door	1	1000RMB
	Hard mattress	1	230RMB
	Table (public area)	1	1300RMB
	Chair (public area)	1	130RMB
	door	1	1000RMB

	Ice box	1	2500RMB
	TV cabinet / shoe cabinet	1	1000RMB
	Balcony door	1	500RMB
	Television	1	1500RMB
	TV remote control device	1	100RMB
	TV remote control cover	1	20RMB
	TV power cable	1	30RMB
	Ceiling fan	1	200RMB
	Face desk mirror	1	300RMB
	Washing pool (basin)	1	400RMB
	Toilet lid	1	100RMB
	Toilet door	1	300RMB
	Towel rack / glass rack	1	100RMB
	key	1	5RMB
	Gate electronic lock (installation fee)	1	600(300) RMB
	Window Safety Net	1Square	150RMB
	two-color trash can	1	50RMB
	Floor Adhesive Removal Fee	1Square	40RMB
Building 23: Eight-person and four-room suite	key	1	5RMB
	Gate electronic lock (installation fee)	1	600(300) RMB
	Small door spherical lock	1	50RMB
	Towel rack	1	100RMB
	Lampstand	1	100RMB
	Shower head	1	350RMB
	Air-conditioning	1	2000RMB
	Air conditioning remote control	1	100RMB
	Air-conditioning remote-control cover	1	20RMB
	Closet inside pole	1	15RMB
	Chair	1	100RMB
	Toilet lid	1	100RMB

	Wall space	1Square	50RMB
	Set of small doors	1	1000RMB
	Bed	1	1000RMB
	Bed board	1	200RMB
	Armoire	1	1500RMB
	Desk	1	1000RMB
	Shoe cabinet	1	500RMB
	Toilet door	1	600RMB
	Curtain	1	300RMB
	Curtain track	1	100RMB
	Face mirror Large (small)	1	150(100) RMB
	Washing pool (basin)	1	400RMB
	Electric fan	1	300RMB
	Wireless Access Point (RG-MAP852-SF-MT)	1	1400RMB
	Shower curtain	1	100RMB
	Balcony door	1	500RMB
	The mother door	1 fan (large / small)	1300(300) RMB
	Window Safety Net	1Square	150RMB
	two-color trash can	1	50RMB
	Floor Adhesive Removal Fee	1Square	40RMB



Off-campus student accommodation:

Building / Room Type	Item	Number of Units	Fee
Building 1/2/6/7 A layout	Air-conditioning	1	RMB 2500
	Air conditioning remote control	1	RMB 100
	Air-conditioning Remote-control cover	1	RMB 20
	Chair	1	RMB 250
	Wardrobe	1	RMB 2600
	Closet inside pole	1	RMB 15
	Closet door	1	RMB 100
	Study desk	1	RMB 800
	Corkboard	1	RMB 400
	Bed	1	RMB 1200
	Mattress	1	RMB 600
	Door	1	RMB 1000
	Dinner desk	1	RMB 2000
	Shoe cabinet	1	RMB 750
	Wall space	1 square	RMB 50
	Toilet door	1	RMB 600
	Towel rack	1	RMB 100
	Shower curtain	1	RMB 100
	Bathroom cabinet door	1	RMB 200
	Face desk mirror	1	RMB 300
	Toilet lid	1	RMB 100
	Bed board	1	RMB 200
	Washbasin Washing pool (basin)	1	RMB 400
	Curtain	1	RMB 500
	Curtain track	1	RMB 100
	Electronic door lock	1	RMB 1500
	Key(Includes lock core replacement)	1	RMB 80
	induction cooker	1	RMB 350
	microwave oven	1	RMB 450
	refrigerator	1	RMB 1800
	washing machine	1	RMB 1800
	water heater	1	RMB 1500
	two-color trash can	1	RMB 50
	bathroom trash can	1	RMB 20
	bay window cushion	1	RMB 100

Building / Room Type	Item	Number of Units	Fee
Building 1/2/6/7 B layouts	Air-conditioning	1	RMB 2500
	Air conditioning remote control	1	RMB 100
	Air-conditioning Remote-control cover	1	RMB 20
	Chair	1	RMB 250
	Wardrobe	1	RMB 2600
	Closet inside pole	1	RMB 15
	Closet door	1	RMB 100
	Study desk	1	RMB 800
	Corkboard	1	RMB 400
	Bed	1	RMB 1200
	Mattress	1	RMB 600
	Door	1	RMB 1000
	Dinner desk	1	RMB 2000
	Shoe cabinet	1	RMB 750
	Wall space	1 square	RMB 50
	Toilet door	1	RMB 600
	Towel rack	1	RMB 100
	Shower curtain	1	RMB 100
	Bathroom cabinet door	1	RMB 200
	Face desk mirror	1	RMB 300
	Toilet lid	1	RMB 100
	Bed board	1	RMB 200
	Washbasin Washing pool (basin)	1	RMB 400
	Curtain	1	RMB 500
	Curtain track	1	RMB 100
	Electronic door lock	1	RMB 1500
	Key(Includes lock core replacement)	1	RMB 80
	induction cooker	1	RMB 350
	microwave oven	1	RMB 450
	refrigerator	1	RMB 1800
	washing machine	1	RMB 1800
	water heater	1	RMB 1500
	two-color trash can	1	RMB 50
	bathroom trash can	1	RMB 20

Building / Room Type	Item	Number of Units	Fee
Building 1/2/6/7 B layouts	Air-conditioning	1	RMB 2500
	Air conditioning remote control	1	RMB 100
	Air-conditioning Remote-control cover	1	RMB 20
	Chair	1	RMB 250
	Wardrobe	1	RMB 2600
	Closet inside pole	1	RMB 15
	Closet door	1	RMB 100
	Study desk	1	RMB 800
	Corkboard	1	RMB 400
	Bed	1	RMB 1200
	Mattress	1	RMB 600
	Door	1	RMB 1000
	Dinner desk	1	RMB 2000
	Shoe cabinet	1	RMB 750
	Wall space	1 square	RMB 50
	Toilet door	1	RMB 600
	Towel rack	1	RMB 100
	Shower curtain	1	RMB 100
	Bathroom cabinet door	1	RMB 200
	Face desk mirror	1	RMB 300
	Toilet lid	1	RMB 100
	Bed board	1	RMB 200
	Washbasin Washing pool (basin)	1	RMB 400
	Curtain	1	RMB 500
	Curtain track	1	RMB 100
	Electronic door lock	1	RMB 1500
	Key (Includes lock core replacement)	1	RMB 80
	induction cooker	1	RMB 350
	microwave oven	1	RMB 450
	refrigerator	1	RMB 1800
	washing machine	1	RMB 1800
	water heater	1	RMB 1500
	two-color trash can	1	RMB 50
	bathroom trash can	1	RMB 20
	bay window cushion	1	RMB 100

Building / Room Type	Item	Number of Units	Fee
Building 3/4 C layouts	Air-conditioning	1	RMB 2500
	Air conditioning remote control	1	RMB 100
	Air-conditioning Remote-control cover	1	RMB 20
	Chair	1	RMB 250
	Wardrobe	1	RMB 2600
	Closet inside pole	1	RMB 15
	Closet door	1	RMB 100
	Study desk	1	RMB 800
	Corkboard	1	RMB 400
	Bed	1	RMB 1200
	Mattress	1	RMB 600
	Door	1	RMB 1000
	Dinner desk	1	RMB 2000
	Shoe cabinet	1	RMB 750
	Wall space	1 square	RMB 50
	Toilet door	1	RMB 600
	Towel rack	1	RMB 100
	Shower curtain	1	RMB 100
	Bathroom cabinet door	1	RMB 200
	Face desk mirror	1	RMB 300
	Toilet lid	1	RMB 100
	Bed board	1	RMB 200
	Washbasin Washing pool (basin)	1	RMB 400
	Curtain	1	RMB 500
	Curtain track	1	RMB 100
	Electronic door lock	1	RMB 1500
	Key(Includes lock core replacement)	1	RMB 80
	induction cooker	1	RMB 350
	microwave oven	1	RMB 450
	refrigerator	1	RMB 1800
	washing machine	1	RMB 1800
	water heater	1	RMB 1500
	two-color trash can	1	RMB 50
	bathroom trash can	1	RMB 20
	bay window cushion	1	RMB 100
	sofa	1	RMB 500
	coffee table	1	RMB 300

Building/Room Type	Item	Number of Units	Fee
Building 3 E layouts	Air-conditioning	1	RMB 2500
	Air conditioning remote control	1	RMB 100
	Air-conditioning Remote-control cover	1	RMB 20
	Chair	1	RMB 250
	Wardrobe	1	RMB 2600
	Closet inside pole	1	RMB 15
	Closet door	1	RMB 100
	Study desk	1	RMB 800
	Corkboard	1	RMB 400
	Bed	1	RMB 1200
	Mattress	1	RMB 600
	Door	1	RMB 1000
	Dinner desk	1	RMB 2000
	Shoe cabinet	1	RMB 750
	Wall space	1 square	RMB 50
	Toilet door	1	RMB 600
	Towel rack	1	RMB 100
	Shower curtain	1	RMB 100
	Bathroom cabinet door	1	RMB 200
	Face desk mirror	1	RMB 300
	Toilet lid	1	RMB 100
	Bed board	1	RMB 200
	Washbasin Washing pool (basin)	1	RMB 400
	Curtain	1	RMB 500
	Curtain track	1	RMB 100
	Electronic door lock	1	RMB 1500
	Key(Includes lock core replacement)	1	RMB 80
	induction cooker	1	RMB 350
	microwave oven	1	RMB 450
	refrigerator	1	RMB 1800
	washing machine	1	RMB 1800
	water heater	1	RMB 1500
	two-color trash can	1	RMB 50
	bathroom trash can	1	RMB 20
	bay window cushion	1	RMB 100
	sofa	1	RMB 500
	coffee table	1	RMB 300

Building/Room Type	Item	Number of Units	Fee
Building 4 D layouts	Air-conditioning	1	RMB 2500
	Air conditioning remote control	1	RMB 100
	Air-conditioning Remote-control cover	1	RMB 20
	Chair	1	RMB 250
	Wardrobe	1	RMB 2600
	Closet inside pole	1	RMB 15
	Closet door	1	RMB 100
	Study desk	1	RMB 800
	Bookcase	1	RMB 1000
	Corkboard	1	RMB 400
	Bed	1	RMB 1200
	Mattress	1	RMB 600
	Door	1	RMB 1000
	Dinner desk	1	RMB 2000
	Shoe cabinet	1	RMB 750
	Wall space	1 square	RMB 50
	Toilet door	1	RMB 600
	Towel rack	1	RMB 100
	Shower curtain	1	RMB 100
	Bathroom cabinet door	1	RMB 200
	Face desk mirror	1	RMB 300
	Toilet lid	1	RMB 100
	Bed board	1	RMB 200
	Washbasin Washing pool (basin)	1	RMB 400
	Curtain	1	RMB 500
	Curtain track	1	RMB 100
	Electronic door lock	1	RMB 1500
	Key (Includes lock core replacement)	1	RMB 80
	induction cooker	1	RMB 350
	microwave oven	1	RMB 450
	refrigerator	1	RMB 1800
	washing machine	1	RMB 1800
	water heater	1	RMB 1500
	two-color trash can	1	RMB 50
	bathroom trash can	1	RMB 20
	bay window cushion	1	RMB 100
	sofa	1	RMB 500
	coffee table	1	RMB 300



V. Safety Code

1. Drug taking and gambling are banned

- ★ All drugs are banned, including marijuana.
- ★ Drug taking, drug trafficking and providing the dormitory to others for drug taking are banned.
- ★ All forms of gambling and other illegal activities harmful to physical and mental health are banned.

2. Bullying, harassment, and discrimination are banned

- ★ Bullying, harassment, and discrimination are banned on campus, including in the living quarters.
- ★ No person shall treat another in any manner that may constitute harassment, bullying, or discrimination.
- ★ Anyone who believes they are experiencing bullying, harassment, or discrimination should seek help immediately from the dormitory management team. Any serious harassment, bullying, or discrimination will result in immediate disqualification from on-campus accommodation.
- ★ Bullying refers to any repeated unfair treatment directed at a person or group of people that can result in physical or psychological harm, including cyberbullying.
- ★ Harassment refers to repeated unfair or unwelcome treatment that is offensive, humiliating, or intimidating to others, or has a detrimental effect on others, their work, or learning environment, including sexual harassment and racial harassment.

Harassment includes (but is not limited to):

- ★ Offensive jokes
- ★ Expressing stereotypes in an offensive or insensitive way, i.e. ideas about someone's personal behavior, values, identity (including their identity or culture based on the group they belong to)
- ★ Posting derogatory or offensive content via emails, text messages, or on social media sites
- ★ Unwanted physical contact
- ★ Intimidation
- ★ Abuse
- ★ Assaults
- ★ Discrimination means being treated less favorably than others in the same or similar circumstances because of one's gender, skin color, religion, race, marital status, ethnic or national origin, family background, ethical beliefs, sexual orientation, political opinions, age, employment status, or disability.

3. Smoking is banned

- ★ Smoking (including e-cigarettes and water pipes) is banned anywhere in student dormitories, including but not limited to dormitory rooms, bathrooms and hallways.
- ★ There are smoking areas outside the student dormitories.

4. Alcohol is banned

- ★ Chinese law stipulates that people under the age of 18 are banned from buying or consuming alcohol.

- ★ Our university respects the right of individuals to drink alcohol in a legal and responsible way, which shall be in accordance with Chinese laws and regulations, based on personal values and social responsibility, and in the interests of their own and other people's physical and mental health. Students who drink alcohol shall take full responsibility for their actions whilst under the influence of alcohol.
- ★ Any assaults, abuses or violations of laws and discipline resulting from alcohol consumption are banned.
- ★ No student shall organize purchases or promotion of alcohol in dormitories.

5. Fire safety

- ★ Firefighting facilities shall be taken care of and not damaged, embezzled or blocked.
- ★ Fire escape routes should remain unblocked. There should be no stacking of debris and no parking of electric bikes, bikes, or other vehicles in dormitory rooms, corridors, foyers, and other public places. Electric bikes, bikes, balance bikes and scooters should all be placed in the designated areas outside dormitories.
- ★ It is forbidden to use open fires, or use kerosene stoves, alcohol stoves, liquefied gas stoves, portable gas stoves, or other appliances that produce open fires, or burn paper, candles, charcoal, or other flammable materials in dormitory rooms.
- ★ It is forbidden to store inflammable, explosive, or poisonous materials in dormitory rooms.
- ★ It is forbidden to store large-capacity batteries of mopeds (including electric bikes, balance bikes, and flatbeds) in dormitories; it is forbidden to recharge large-capacity batteries of mopeds (including electric bikes, balance bikes, and flatbeds) in dormitory rooms.
- ★ Students should pay attention to electrical safety. It is strictly forbidden to extend or connect power cords in the dormitory. It is forbidden to overload electrical equipment. Please pay attention to safety when charging emergency lights, desk lamps, mobile phones, laptops, portable chargers, and other electrical appliances. Please turn off the charging power when leaving the dormitory. Check the status of power cords frequently. Once wear or leakage are found, the power cord shall be replaced in time to avoid accidents.
- ★ The following appliances are defined as forbidden electrical appliances or unsafe appliances in the dormitory. It is forbidden to bring or use them in the dormitory without permission:
 - a) Electric heating appliances: electric cups, electric blankets, heaters, electric irons;
 - b) Electric refrigeration appliances: refrigerators, washing machines, dryers.
 - c) Electric cookers: microwave ovens, electric frying pans, electric stew pots, electric rice cookers, induction cookers.
 - d) Appliances without national 3C certification or that do not meet the latest national safety standards.
 - e) Other appliances unsuitable for use in communal dormitories, such as large stereos and bulky fitness equipment.
 - f) Familiarize yourself with the location and usage of fire-fighting equipment within the apartment building, as well as safety exits and emergency assembly points.

6. Pets are banned

- ★ Birds, insects, cats, dogs, and other pets are prohibited in student dormitories.

7. Throwing objects from high places is banned

- ★ Throwing objects from the balcony or staircase of the dormitory is banned.

8. Access control

- ★ Students living on campus should use their Student Cards to enter their dormitories.
- ★ Lodgers who need to borrow a room key temporarily should go to the front desk at the accommodation with valid identification.
- ★ Delivery drivers and other non-university workers shall not enter student dormitories.
- ★ No one should enter dormitories of the opposite sex (except for staff members required by their work).
- ★ Students living on campus should abide by the rules for receiving visitors in the dormitory and should not disturb others when receiving visitors. Visitors should sign and register at the front desk when entering the dormitory and can only enter with the permission of the management staff. Visitors should register their time of leaving before leaving the dormitory. No visitors can be received after 10 p.m.
- ★ Visitors are not permitted to stay overnight.

9. Vehicle management

- ★ The University speed limit is 20km/h.
- ★ All vehicles should be parked in the designated parking areas.
- ★ Do not block fire exits or other entrances.
- ★ No rolling of grass.

10. Safety inspection and education

- ★ Our university will regularly and irregularly carry out safety and fire inspections of student dormitories. Students are obligated to cooperate with the university's safety inspections.
- ★ Students living on campus should enhance their legal awareness and safety awareness, consciously participate in fire training, drills, and other safety education activities and improve self-management ability, danger prevention ability, and self-rescue and escape ability to safeguard the dormitory and their own safety.

11. Emergency handling

- ★ In case of fire and other incidents, students should first save and protect themselves, evacuate the scene quickly, call 119, and report to the front desk of the Accommodation Office or call the university's 24-hour emergency hotline 88180111.
- ★ In case of criminal and public security incidents, students should protect themselves, call 110 immediately to report to the police, protect the scene, and report to the front desk of the Accommodation Office or call the university's 24-hour emergency hotline 88180111.
- ★ Students should keep their room keys and valuables safe. Large objects being moved out of the dormitory should be registered at the dormitory's front desk. Close the doors and windows, turn off the power, and unplug all electrical appliances when leaving the dormitory. Report to the front desk of the Department or call the university's 24-hour emergency hotline 88180111 immediately when personal belongings are found to have gone missing.

VI. Code of Conduct in Living Area

1. Students living on campus should strictly abide by the university's rules and regulations, such as the Student Dormitory Management Rules of the University of Nottingham Ningbo China. Disciplinary action will be taken against violators depending on the circumstances in accordance with the Code of Conduct for Students and Code of Conduct in Residential Area for Students. Violations can affect all official awards and ratings in the university for the current academic year.
2. Every student living on campus has 12 Community Behavior Points per academic year (including winter and summer holidays spent on campus). 6 points deducted shall result in disciplinary actions in accordance with the Code of Conduct for Students. 12 points deducted or particularly serious violations shall be reported to the University Disciplinary Committee.
3. Student will be restricted or even expelled according to the severity of the disciplinary offence.
4. Violations that constitute illegal or criminal acts will be investigated for legal responsibilities by public security organs in accordance with the law.
5. Common Offences and Corresponding Consequences.

No.	Disciplinary Offences	Disciplinary actions		
		The first time	The second time	The third time
1	Making noise	1 point deducted An email warning sent	Another 2 points deducted An e-mail warning sent	Another 3 points deducted Disciplinary actions taken
2	Bringing vehicles into the dormitory	1 point deducted An email warning sent	Another 2 points deducted An e-mail warning sent	Another 3 points deducted Disciplinary actions taken
3	Refuse to cooperate dorm reassignment	1 point deducted An email warning sent	Another 2 points deducted An e-mail warning sent	Another 3 points deducted Disciplinary actions taken
4	Failure to check out at agreed time	1 point deducted An email warning sent	Another 2 points deducted An e-mail warning sent	Another 3 points deducted Disciplinary actions taken
5	Occupy beds without permission	3 point deducted An email warning sent	Another 4 points deducted An e-mail warning sent	Another 5 points deducted Disciplinary actions taken
6	Improper installation of radio equipment	3 point deducted An email warning sent	Another 4 points deducted An e-mail warning sent	Another 5 points deducted Disciplinary actions taken

7	Hanging (posting) luminous signs, banners, advertisements, etc.	3 point deducted An email warning sent	Another 4 points deducted An e-mail warning sent	Another 5 points deducted Disciplinary actions taken
8	Using laundry for no-clothing items such as shoes.	1 point deducted An email warning sent	Another 2 points deducted An e-mail warning sent	Another 3 points deducted Disciplinary actions taken
9	Keeping or taking in pets	3 points deducted An e-mail warning sent The pets must be moved out of the dormitory within 24 hours	Another 4 points deducted Disciplinary actions taken	Another 5 points deducted Disciplinary actions taken
10	Smoking in non-designated areas (including e-cigarettes and water pipes)	3 points deducted An e-mail warning sent	Another 4 points deducted Disciplinary actions taken	Another 5 points deducted Disciplinary actions taken
11	Having visitors stay overnight	3 points deducted An e-mail warning sent The visitors must leave immediately	Another 4 points deducted Disciplinary actions taken	Another 5 points deducted Disciplinary actions taken
12	Speeding or riding electric bikes without wearing a helmet	3 points deducted An e-mail warning sent	Another 4 points deducted Disciplinary actions taken	Another 5 points deducted Disciplinary actions taken Vehicles are prohibited from entering the campus for one week
13	Misuse of Student Card	3 points deducted An e-mail warning sent	Another 4 points deducted Disciplinary actions taken	Another 5 points deducted Disciplinary actions taken
14	Misuse of electric appliances in the dormitory	3 points deducted An e-mail warning sent	Another 4 points deducted Disciplinary actions taken	Another 5 points deducted Disciplinary actions taken
15	Littering or high-rise littering	3 points deducted An e-mail warning sent	Another 4 points deducted Disciplinary actions taken	Another 5 points deducted Disciplinary actions taken
16	Disturbance of public order	3 points deducted An e-mail warning sent	Another 4 points deducted Disciplinary actions taken	Another 5 points deducted Disciplinary actions taken
17	Blocking the fire escape	3 points deducted An e-mail warning sent	Another 4 points deducted Disciplinary actions taken	Another 5 points deducted Disciplinary actions taken

18	Blocking the drain	3 points deducted An e-mail warning sent	Another 4 points deducted Disciplinary actions taken	Another 5 points deducted Disciplinary actions taken
19	Change dorm without permission	3 points deducted An e-mail warning sent	Another 4 points deducted Disciplinary actions taken	Another 5 points deducted Disciplinary actions taken
20	Selling, storing, or consuming alcoholic beverages	3 points deducted An e-mail warning sent	Another 4 points deducted Disciplinary actions taken	Another 5 points deducted Disciplinary actions taken
21	Unauthorized use of drones	6 points deducted Disciplinary actions taken	/	/
22	Bringing electric bikes, electric scooters, hoverboards, and similar devices into the student accommodation	6 points deducted Disciplinary actions taken	/	/
23	Refusal to take part in fire drills	6 points deducted Disciplinary actions taken	/	/
24	Smoking, cooking, or any activities that trigger the smoke alarm.	6 points deducted Disciplinary actions taken	/	/
25	Unauthorized use or damage of firefighting equipment and/or other safety facilities	6 points deducted Disciplinary actions taken	/	/
26	Storing or using flammable and explosive materials or other hazardous items in the dormitory	6 points deducted Disciplinary actions taken	/	/
27	Damaging public facilities or making unauthorized modifications to the water and electricity systems	6 points deducted Disciplinary actions taken	/	/
28	Transfer, rent out, lend bed space	6 points deducted Disciplinary actions taken	/	/
29	Stealing the others' takeout or delivery	6 points deducted Disciplinary actions taken	/	/
30	Making trouble after drinking	6 points deducted Disciplinary actions taken	/	/

6. Supplementary Provisions

- ★ Living Area refers to areas of the University of Nottingham Ningbo China (UNNC) excluding the Teaching Area, including but not limited to student apartments, faculty apartments, guesthouses, restaurants, commercial zones, and clinics.
- ★ Noise Generation means subjectively affecting others' study or rest, with a noise decibel level exceeding 45 during 23:00–08:30 the next day (nighttime) or 55 during other periods (excluding normal dormitory maintenance construction).
- ★ Vehicles (Battery-Free) refer to manually driven vehicles such as bicycles, which do not contain batteries or have charging functions.
- ★ Pets include but are not limited to dogs, cats, birds, rabbits, hamsters, reptiles (e.g., snakes, lizards), and ornamental fish (using air pump devices).
- ★ Malicious Arrears of Accommodation Fees include: Failure to pay accommodation fees within 10 working days from the registration date or return date, despite reminders;
- ★ Arrears arising from failure to complete check-out procedures as required, despite reminders.
- ★ Violation of Apartment Entry/Exit Management includes: Entering apartment buildings not assigned to them without invitation and registration; Inviting visitors to enter apartment buildings after 22:00. Separate handling will apply if such violations pose safety threats to residents, cause consequences, or involve provocation/disturbance.
- ★ Unauthorized Bed Occupancy, Obstruction of Others' Check-In, and Illegal Check-In mean: Occupying empty beds in dormitories with personal luggage/items; Obstructing others' check-in and refusing to correct after reminders; Illegally checking into beds not assigned to them (e.g., via card swapping).
- ★ Unauthorized Hanging/Posting of Luminous Objects, Banners, Advertisements, Flags, or Door Stickers refers to hanging luminous signs, banners, flags, or posting advertisements/posters on dormitory doors/windows, apartment exterior walls, or elevators without permission. Separate handling will apply if the content violates public order/good customs, insults others, is unhealthy, discloses privacy, or is illegal.
- ★ Littering includes failing to classify garbage, disposing of garbage improperly, littering anywhere, or piling up garbage in dormitories.
- ★ Disturbing Public Order includes but is not limited to: Obstructing staff (including third-party logistics personnel entrusted by the university) from performing duties; Insulting, mocking, or belittling staff; Forcibly demanding shuttle buses to stop at unregistered stops; Tearing/swapping express labels, misplacing/discarding others' deliveries/items. Escalated handling will apply to those who refuse to listen to dissuasion or commit serious offenses.
- ★ Unauthorized Use of Electrical Appliances means using appliances in dormitories other than the originally equipped public ones, including electric heating/cooling/cooking appliances, air pumps for fish-keeping, 3D printers, etc. Inferior appliances without mandatory certification or those affecting others' routines are strictly prohibited.
- ★ Unauthorized Use of Campus Cards includes lending, swapping, copying (for others), or using campus cards to assist commercial personnel in entering the campus as visitors.

- ★ Cooking in Dormitories is prohibited except for using cooking appliances originally equipped in individual dormitories.
- ★ Unauthorized Use or Damage to Fire-Fighting Equipment and Other Safety Facilities includes removing window stoppers, covering smoke alarms, or other acts affecting safety equipment. Penalties will be imposed per the Fire Protection Law based on severity.
- ★ Speeding or Riding/Sitting on Electric Vehicles Without Helmets means exceeding the speed limit for motor vehicles, electric vehicles, electric scooters, or bicycles, or riding electric vehicles without helmets.
- ★ Hosting Others refers to providing accommodation for others or staying in other dormitories. Visitors staying after 22:00 are considered hosted.
- ★ Bringing Opposite-Sex Individuals into Dormitories or Entering Opposite-Sex Dormitories is prohibited except for special circumstances (e.g., registration, graduation) where parents/relatives enter with front desk registration and permission, between 08:00–20:00, and without disturbing roommates.
- ★ Unauthorized Installation of Radio Equipment means installing radio stations, satellite receivers, or radio receivers on apartment exterior walls, balconies, or rooftops without permission.
- ★ Provocation/Disturbance and Gathering to Block includes gathering people to block, insult, or verbally threaten classmates.
- ★ Unauthorized Use of Drones means using drones without approval/registration from SSO.
- ★ Stealing Takeout or Express Deliveries refers to stealing/hiding others' takeout/express deliveries for illegal possession. Mistakenly taking and correcting in time is exempt; failure to correct is considered stealing.
- ★ Impeding Safe Operation of Shuttle Buses includes: Verbal provocation/physical contact to interfere with drivers' operations; Unauthorized touching of vehicle control/safety devices; Forcibly getting on/off before the bus stops; Blocking/forcing the bus to stop, or throwing items at it.
- ★ High-Rise Littering means throwing takeout boxes, express boxes, bottles, cigarette butts, etc., from dormitories (including low floors).
- ★ Disrespectful Behavior Towards Community Staff includes: Insulting (swearing, mocking, belittling) staff; Demeaning staff's dignity via physical actions, words, or images; Maliciously obstructing staff from performing legal duties.
- ★ Behaviors Affecting Safe Operation of Shuttle Buses: Driving Safety: Verbal provocation/physical contact to interfere with drivers' normal operations; unauthorized touching of vehicle control/safety devices. Stopping Order: Demanding drivers to stop at unregistered stops for pick-up/drop-off; forcibly getting on/off before the bus stops. Operation Interference: Impeding normal operation (e.g., blocking, forcing to stop); throwing items at moving buses.

VII. Student Accommodation Schedule

Room type	Building	Accommodation Fees (RMB/Per year)	Basic Service (RMB/Year)	Short Time (RMB/Day)
Four-person Room	Building 13 / 14 / 15	3,000	Free cold water Free internet A certain amount of free electricity and free hot water, Bathrooms are cleaned for free twice a month	30
Four-person Room	Building 19	4,500	/	45
Four-person suite	Building 16 / 17 / 22	8,000	/	80
Four-person suite	Building 18 / 20	11,000	/	110
Single room	Building 12	16,000	/	160
Single room	Building 11	20,000	/	200
HOLA-A layout	Building 6 / 7	Main bedroom 20,000	Free cold water Free internet A certain amount of free electricity and free hot water Bathrooms are cleaned for free twice a month Free shuttle service	200
		Secondary bedroom 16,000		160
HOLA-B layout	Building 6 / 7	Main bedroom 20,000		200
		Secondary bedroom 16,000		160
HOLA-C layout	Building 4	Main bedroom 24,000		240
		Secondary bedroom 24,000		240
HOLA-D layout (Family Suite)	Building 4	40,000/year/Suite		400

Others:

- 1) The accommodation fee and basic service for on-campus and off-campus apply to new students enrolling from August, 2025.
- 2) If a student moves out mid-term, the refund is calculated based on the daily rate multiplied by the number of days stayed, according to the short-time fee (daily rate X occupied days).
- 3) Exchange students for one semester pay half of the accommodation fee.
- 4) The final interpretation rights belong to the Logistics Affairs Centre of the University of Nottingham Ningbo China.

Logistics Affairs Centre
University of Nottingham Ningbo China





VIII. Student Accommodation Agreement

This agreement is entered between the Logistics Affairs Center (Party A) and the Resident (Party B) under mutual consultation:

1. Party A assigns Party B (Name: _____ Student ID: _____) to reside at: Building _____, Room _____, Bed _____, commencing on (Year)/(Month)/(Date).
2. Upon check-in, Party B must verify the condition of dormitory facilities against the Student Dormitory Facilities List. Absence of feedback on the move-in day constitutes acceptance of facilities as intact. Upon check-out, Party B shall compensate at full cost for any missing/damaged items based on the Inventory.
3. Both parties shall strictly adhere to the UNNC Student Accommodation Management Regulations during the residency.
4. Party B's conduct within the residential community will be recorded in the community management system and directly linked to the university's reward/discipline mechanisms.
5. Party B has the right to supervise Party A's services and may submit feedback/suggestions through official university channels.
6. This agreement takes effect immediately upon signing; Remains valid until Party B completes check-out procedures or is required to vacate by university policy.
7. The Logistics Affairs Center reserves the exclusive right to interpret this agreement.
8. This agreement is prepared in duplicate, with each party retaining one original copy.

Party A (Signature/Official Stamp):

Date: _____

Party B (Signature/Seal):

Date: _____

