



## Off-campus Accommodation Policy

<b>Policy owner:</b> Department of Campus Life	<b>Approved by:</b> Student Life Committee
<b>Effective Date:</b> September 2021	<b>Last Reviewed:</b> August 2023
<b>Procedure:</b> Procedure for applying for off-campus accommodation for Students	<b>Training Materials:</b> n/a
<b>Templates/Checklists:</b> n/a	<b>Other Related Documents:</b> 1. Application for Off-campus Accommodation for Students 2. Agreement for Off-campus Accommodation for Students

### I. Policy Statement

This policy is to regulate student accommodation management, and ensure the safety of students and their property, in accordance with relevant government policies and guidelines. The regulation is also formulated in line with the actual conditions of the university.

### II. Scope

The regulation shall apply to all registered students of the University of Nottingham Ningbo China.

### III. Definitions

Off-campus accommodation in this regulation refers to accommodation outside of the university, including home accommodation.

### IV. The Policy

In principle, students are not allowed to live off campus during their study period at UNNC. If it is indeed necessary to live off campus due to special reasons, students shall sign the "Application for Off-campus Accommodation for Students". Besides that, all undergraduates shall also fill in the "Agreement for Off-campus Accommodation for Students". In each application for living off campus, students could only apply for one semester per application.

## Chapter 1: Application and Approval

**Article 1:** Those who need to apply for off-campus accommodation must be at least 18 years old and meet one of the following prerequisites:

1. The student lives near the university and the commuting does not affect daily study;
2. The student is married;
3. The student is attending postgraduate taught/research courses;
4. The student has a disease that is not suitable for group living and needs to recuperate for a long time in a quiet environment (evidenced by a certificate from a hospital above the city level and stating such as "not suitable for group living, recommend not to live on campus and other related instructions);
5. The student has a relative suffering from serious illnesses who must be taken care of by the student (certification required from sub district level or above);
6. Other special circumstances permitted by university rules and regulations.

**Article 2:** Students who need to live off campus due to special circumstances shall comply with the following application procedures:

1. New students should submit the application via accommodation.nottingham.edu.cn to the Student Support Advisor within one week after enrolment, and returning students should submit in either May or December.



2. Students must fill in the detailed accommodation address and provide the rental agreement, a copy of the owner's ID card, a copy of the house rental permit and other relevant rental materials;
3. Applications need to be verified and approved by Department of Campus Life and Logistic Affairs Centre;
4. Students who have completed the application should complete the check-out procedures online within one week.

## **Chapter 2: Responsibilities and Obligations**

**Article 3:** Abide by national laws and regulations, university regulations and rules, and social ethics; obey the management of relevant departments of the university, and refrain from actions that damage the reputation of the university.

**Article 4:** Students who live off campus should strengthen the protection of themselves and their property, and actively participate in various activities organized by the university.

**Article 5:** Students who live off campus should truthfully report the detailed address and effective contact information of their off-campus residence to their Student Support Advisor, and maintain regular communication. If the off-campus residence location changes, they should provide the Student Support Advisor with the information in a timely manner.

**Article 6:** All behaviour (including disputes, personal safety issues and property losses arising from these) that occur during students' off-campus accommodation are the responsibility of the students themselves, and the university does not assume any responsibility.

**Article 7:** Students who need to apply for on campus accommodation should apply to the Accommodation Office one month in advance; after approval, the Accommodation Office will make arrangements according to the housing situation.

**Article 8:** For students who do not go through the application procedures for off-campus accommodation, any consequences shall be borne by the students and they will be disciplined in accordance with the rules and regulations of the University.

**Article 9:** For students requesting to apply for off-campus accommodation while having major physical or psychological problems, their parents should accompany.

**Article 10:** Students' parents are responsible for the guidance and safety management of the students during the duration of their off-campus accommodation.

## **Chapter 3: Education and Management**

**Article 11:** Department of Campus Life shall do the following services for students who live off campus:

1. Manage the students' off-campus accommodation status and conduct regular or unscheduled inspections to ensure that there is no student living off campus without approval;
2. Keep detailed records, including specific accommodation addresses, contact information, etc.;
3. Update the change of accommodation address and contact information;
4. Strengthen the education of legal system as well as personal and property safety, and enhance students' awareness of safety precautions and self-protection;
5. Accurately manage the "Register of students living off-campus".

## **Chapter 4: Supplementary Provisions**

**Article 12:** Department of Campus Life is responsible for the interpretation of these measures.

**Article 13:** These measures shall be implemented from the date of issue.