

哈尔滨工业大学深圳校区学生公寓管理办法

Measures for the Administration of Student Dormitories of Harbin Institute of Technology Shenzhen Campus

哈工大深安〔2025〕98 号

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Note: This document is written in both Chinese and English. The Chinese translation will take precedence if there is any discrepancy or disagreement. The English version is for reference only.

第一章 总 则

Chapter I General Provisions

第一条 学生公寓是学生在校期间生活、休息、学习、活动的重要场所，是加强学生思想政治工作、精神文明建设、公民道德教育和全面素质教育的重要载体。

Article 1 Student dormitories are important venues for students' daily life, rest, study, and engage in activities during their time at the university, and serve as crucial platforms for enhancing ideological and political education, cultural and ethical development, civic ethics education, and comprehensive quality education.

为维护校区正常生活秩序，营造良好的学习生活环境，根据教育部《普通高等学校学生管理规定》（教育部令第 41 号）、《高等学校

学生行为准则》《广东省教育厅关于高等学校学生公寓的工作指南》《哈尔滨工业大学学生公寓管理办法》《哈尔滨工业大学深圳校区学生违纪处分办法》等有关文件规定，结合校区实际，制定本办法。

To maintain the normal living order on campus and foster a favorable environment for study and daily life, these Measures are formulated in accordance with relevant regulations, including the *Regulations on the Administration of Students in Regular Institutions of Higher Education* (Order No. 41 of the Ministry of Education), the *Code of Conduct for Students in Institutions of Higher Education*, the *Guidelines on Student Dormitories in Institutions of Higher Education of the Department of Education of Guangdong Province*, as well as the *Measures for the Administration of Student Dormitories of Harbin Institute of Technology* and the *Measures for the Disciplinary Punishment of Students at Harbin Institute of Technology Shenzhen Campus*, and in accordance with the actual circumstances of the Campus.

第二条 本办法适用于由校区安排的所有入住学生。

Article 2 These Measures shall apply to all students who are arranged by the Campus to live in student dormitories.

第三条 学生公寓管理与服务围绕“立德树人”宗旨，坚持“管理育人、服务育人、环境育人”的理念和目标，打造“一站式”学生社区，建设管理规范、安全有序、整洁舒适、文明和谐的学生公寓。

Article 3 The management and services of student dormitories shall be centered on the mission of "fostering virtue through education", adhere to the philosophy of "imparting education through management, service, and campus environment", develop a "One-Stop" Student Community, and build student dormitories characterized by standardized management, safe and orderly operation, cleanliness and comfort, and cultural harmony.

第二章 管理机构与职责

Chapter II Administrative Authorities and Responsibilities

第四条 安全保卫部（处）/总务处负责统筹协调学生公寓住宿管理与服务工作，下设学生公寓服务中心（以下简称公寓中心），负责学生住宿资源整体调配、公共区域卫生及安全管理、设备设施日常维护维修、入住与调退手续办理等住宿管理与服务工作。

Article 4 The Safety and Security Department/Department of General Services is responsible for the overall coordination of student dormitory management and accommodation services. It shall establish a Student Dormitory Service Center (hereinafter referred to as "Dormitory Center"), which shall undertake the overall allocation of student accommodation resources, management of public area sanitation and safety, daily maintenance and repair of equipment and facilities, and handling of procedures for check-in, accommodation adjustment, and check-out.

第五条 学生工作部（处）牵头做好“一站式”学生社区建设、公寓文化建设，负责学生走读申请审批、寝室卫生联查等工作，协助校区做好安全教育和消防演练，指导相关学部（院）做好学生违反规定的调查与处理，牵头做好学生违纪处分。

Article 5 The Department of Student Affairs shall take the lead in the development of the "One-Stop" Student Community and dormitory culture construction. It shall be responsible for approving applications for day-study arrangement and conducting joint inspections of dormitory sanitation, assist the Campus in organizing safety education and fire drills, guide relevant Colleges/Schools in investigating and addressing student violations, and take the lead in imposing disciplinary sanctions.

第六条 国际教育中心负责督促在住国际学生及时办理《中华人民共和国出境入境管理法》要求的住宿登记手续，并做好相关事项指引。

Article 6 The International Education Center shall supervise international students residing in dormitories to complete accommodation registration procedures as required by the *Exit and Entry Administration Law of the People's Republic of China* and provide guidance on relevant matters.

第七条 各学部（院）负责本单位学生日常住宿管理，包括房间及床位分配、入住与调退审批等，做好学生寝室文化建设、寝室日常卫生督查、安全教育以及学生生活素质培养，协助开展住宿费用催缴、应退宿学生清退、学生消防安全员管理与培训等工作，负责落实学生违反校区规定的调查与处理工作，负责明确学生公寓安全卫生联络人。

Article 7 Each College/School shall be responsible for the daily accommodation management of its students, including the allocation of dormitory rooms and beds, and the approval of check-in, accommodation adjustment, and check-out procedures. It shall promote dormitory culture construction, conduct daily inspections of dormitory sanitation, provide safety education, and cultivate students' living literacy; assist in urging the payment of accommodation fees, clearing students who are required to check out, and managing and training student fire safety volunteers; be responsible for investigating and handling students' violations of Campus regulations; and designate a contact person for student dormitory safety and sanitation.

第八条 财务处负责办理学生公寓住宿费标准的报批和公示事项，统筹费用收取相关工作。

Article 8 The Finance Office shall be responsible for handling the formalities of approval and public announcement of student dormitory accommodation fee standards, and for coordinating the overall work related to fee collection.

第九条 网络与计算中心负责为学生公寓信息化提供技术支撑，统筹协调信息化建设，并督促运营商落实网络通信服务保障工作。具体网络通信服务由运营商依据合同约定提供，网络与计算中心负责对其服务质量实施监督管理。

Article 9 The Network and Computing Center shall provide technical support for the informatization of student dormitories, coordinate the overall informatization construction, and supervise telecom operators in fulfilling their obligations of network communication service guarantee. Specific network communication services shall be provided by operators in accordance with the terms of contracts, and the Network and Computing Center shall supervise and manage the quality of such services.

第十条 教务部负责提供学生入学、休学、复学、退学、交流交换、毕业、结业、延期学习、延期答辩等学生名单，明确住宿期限（不超过最长学习/修业年限），提供应清退的学生名单。

Article 10 The Department of Academic Affairs shall provide lists of students regarding enrollment, suspension, resumption of studies, withdrawal, exchange programs, graduation, completion of studies, extended study, and deferred thesis defense; specify the accommodation period (not exceeding the maximum duration of study/program); and provide lists of students required to check out.

第十一条 学生公寓床位由安全保卫部（处）/总务处统一调配，学生工作部（处）协调配合，学部（院）具体落实。如需调整学生住宿安排，应当提前通知学生及其所在学部（院），各学部（院）和学生有义务配合学生公寓住宿调整。

Article 11 The allocation of beds in student dormitories shall be uniformly managed by the Safety and Security Department/Department of General Services, with coordination from the Department of Student Affairs and specific implementation by each College/School. If it is necessary to adjust students' accommodation arrangements, the Campus shall notify the students and their respective Colleges/Schools in advance, and each College/School and student shall be obligated to cooperate with such adjustments.

第三章 入住、调寝、退宿

Chapter III Check-in, Accommodation Adjustment, and Check-out

第十二条 原则上安排深圳校区在籍学生住宿，保障期限按校区相关规定，最长不超过学习（修业）年限。

Article 12 In principle, accommodation shall be arranged for registered students of the Shenzhen Campus. The guaranteed accommodation period shall be in accordance with the relevant provisions of the Campus, with a maximum duration not exceeding the period of study/program.

第十三条 学生入住管理

Article 13 Management of Student Check-in

（一）深圳校区在籍学生和由学校统一安排跨校区交流交换学生，按报到日期统一安排住宿，原则上按学生类别、年级、所在学部（院）相对集中等进行调配，学生按照校区有关规定办理住宿手续后入住指定寝室和床位。

(1) Registered students of the Shenzhen Campus and inter-campus exchange students arranged uniformly by the university shall be provided with centralized accommodation according to their registration dates. In principle, accommodation allocation shall be based on student category, grade, and the relative concentration of students from the same College/School. Students shall check in to the designated dormitory room and bed after completing accommodation procedures in accordance with the relevant provisions of the Campus.

（二）在籍期间，中途申请入住的学生需通过所在学部（院）、公寓中心审核后，结合房源实际情况予以安排。每年毕业季至开学及寒假期间原则上不办理在籍学生的入住及调寝。

(2) During their enrollment period, students who apply for check-in midway shall be arranged based on the actual availability of accommodation after review by their respective Colleges/Schools and the Dormitory Center. In principle, check-in and accommodation adjustment for registered students shall not be handled from the graduation season to the start of the new semester, nor during the winter vacation.

（三）校级交流交换生、联合培养学生、优秀生源“快响行动”博士研究生结合房源情况安排住宿，住宿费执行在籍学生标准。

(3) Accommodation for university-level exchange students, joint training students, and doctoral students admitted through the "Rapid Response Program for Outstanding Doctoral Talents Recruitment" shall be arranged based on the availability of accommodation, and the accommodation fee shall be charged in accordance with the standard for registered students.

（四）参加重修课程期末考试、办理缓答辩等的本科生结合房源情况安排临时住宿，住宿费执行临时住宿标准。

(4) Undergraduate students who need to retake final exams or apply for deferred thesis defense shall be provided with temporary accommodation based on the availability of accommodation, and the accommodation fee shall be charged in accordance with the temporary accommodation standard.

（五）毕业后继续留校攻读硕士/博士的学生，如因科研任务需要假期留校住宿，需在毕业离校截止日期前提出申请，经导师、学部（院）审批后，结合房源情况安排临时住宿，住宿费执行临时住宿标准。

(5) Graduated students who continue to pursue master's or doctoral degrees at the Campus and need to stay in the dormitory during vacations for research purposes shall submit an application before the deadline for graduation check-out. After approval by their supervisors and Colleges/Schools, temporary accommodation shall be arranged based on the availability of accommodation, and the accommodation fee shall be charged in accordance with the temporary accommodation standard.

（六）校本部、威海校区及其他高校来校区做科研实习、游学访学团组等临时入住的学生（原则上时长不超过一学期，即五个月）需经校内项目负责单位申请后，结合房源情况安排临时住宿，住宿费执行临时住宿标准。

(6) Temporary students from the headquarters campus, Weihai Campus, and

other universities (including those here for scientific research internships, study tour groups, or visiting scholar programs) shall be arranged for temporary accommodation based on the availability of accommodation, following an application submitted by the on-campus project-leading unit. In principle, the duration of their stay shall not exceed one semester (i.e., five months), and the accommodation fee shall be charged in accordance with the temporary accommodation standard.

（七）休学学生复学后持校区开具的复学证明申请住宿，结合房源情况安排住宿。

(7) Students returning from suspension shall apply for accommodation with the resumption certificate issued by the Campus, and accommodation shall be arranged based on the availability of accommodation.

（八）毕业离校学生如因学业相关原因需要延迟退宿，在校区房源允许的前提下，经学生本人申请，学部（院）、学生工作部（处）/国际教育中心审批通过，可以延迟，延迟时间从学籍状态转为非在籍之日起计算不超过三个月，住宿费执行临时住宿标准。延迟退宿期间，学部（院）需明确一位联络人负责学生在校期间的管理，并督促学生按申请期限退宿离校。原则上不支持非学业原因申请延迟退宿。

(8) Graduating students who need to delay check-out due to academic reasons may do so on the premise that the Campus has available accommodation. After the student submits an application and obtains approval from the College/School and the Department of Student Affairs/International Education Center, the delay shall not exceed three months from the date their status is converted to non-registered. The accommodation fee shall be charged in accordance with the temporary accommodation standard. During the delayed check-out period, the College/School shall designate a contact person to manage the student during their stay on campus and urge the student to check out within the approved period. In principle, applications for delayed check-out due to non-academic reasons shall not be approved.

第十四条 学生调寝管理

Article 14 Management of Student Accommodation Adjustment

（一）公寓内部寝室及床位的调整，原则上在同类别、同年级、同学部（院）范围内进行，经所在学部（院）、公寓中心审批后，在有房源或床位的前提下予以调整。

(1) Adjustments of dormitory rooms and beds within the same dormitory shall, in principle, be made among students of the same category, grade, and College/School. Such adjustments shall be approved by the student's College/School and the Dormitory Center, and implemented on the premise that accommodation or beds are available.

（二）原则上不进行跨区域调寝，特殊情况下需由学生提出申请，经所在学部（院）、学生工作部（处）/国际教育中心、公寓中心审批后，在有房源或床位的前提下予以调整。

(2) In principle, cross-area accommodation adjustments shall not be allowed. Under special circumstances, students may submit an application, which shall be approved by their College/School, the Department of Student Affairs/International Education Center, and the Dormitory Center. Adjustments shall be implemented on the premise that accommodation or beds are available.

（三）学生办理调寝手续（公寓中心已审批同意）后应在三日内搬离原寝室。

(3) After completing the accommodation adjustment procedures (upon approval of the Dormitory Center), students shall move out of their original dormitory within three days.

第十五条 学生退寝管理

Article 15 Management of Student Check-out

（一）结束在校学业（包括但不限于毕业、结业、肄业、退学、开除学籍等）须按离校日期办理退寝手续。

(1) Students who complete their studies at the university (including but not limited to graduation, completion of studies, termination of studies, withdrawal, and expulsion) shall complete check-out procedures in accordance with the check-out date.

(二) 因休学、赴校外交流交换、走读等原因不在校区住宿的学生须及时到所在公寓办理退寝手续，所在学部（院）须及时通知公寓中心，未办理退宿期间需正常交纳住宿费用。

(2) Students who do not reside on campus due to suspension, participation in off-campus exchange programs, or day-study arrangement shall complete check-out procedures at their respective dormitories in a timely manner. Their Colleges/Schools shall notify the Dormitory Center promptly, and students shall pay accommodation fees normally during the period before completing check-out procedures.

(三) 学生办理完退寝手续后应在当日内搬离原寝室，未在规定时间内搬离的物品由住宿学生所在学部（院）协助公寓中心进行清理，物品由公寓中心暂存。一个月后仍然无人认领的，公寓中心有权对物品进行处理。如因未及时搬离造成的损失由学生本人承担。已办理退寝的学生原则上本学期内不可再次申请入住。

(3) After completing check-out procedures, students shall move out of their original dormitory rooms on the same day. Items not moved out within the specified time shall be cleared by the Dormitory Center with the assistance of the student's College/School, which shall then keep the items temporarily. If no one claims the items after one month, the Dormitory Center shall have the right to dispose of them. Any losses caused by failure to move out in a timely manner shall be borne by the student. In principle, students who have completed check-out procedures shall not apply for re-check-in within the same semester.

(四) 住宿学生退寝离校时应主动清扫房间，配合完成设备设施验收，按规定结清相关费用，交还钥匙，文明离校。

(4) When checking out and leaving the campus, students shall take the initiative

to clean their dormitory rooms, cooperate with the inspection of equipment and facilities, settle all relevant fees in accordance with regulations, return the room keys, and leave the campus in a civilized manner.

（五）学生未按期缴纳住宿费用，经公寓中心书面催告七日后仍未补缴者，公寓中心将联合学生所在学部（院）予以清退处理，并暂停其住宿相关服务权限（包括水电、门禁、校园卡等功能）。

(5) If a student fails to pay accommodation fees on time and still does not make up the payment within seven days after receiving a written notice from the Dormitory Center, the Dormitory Center, in conjunction with the student's College/School, shall be responsible for implementing check-out procedures and suspending the student's accommodation-related service rights (including access to water, electricity, door access, and campus card functions).

（六）学生未按规定时间办理退宿手续，经公寓中心书面催告七日后仍未搬离者，公寓中心将联合学生所在学部（院）实施强制清退，同时终止其住宿相关服务权限（包括水电、门禁、校园卡等功能）。

(6) If a student fails to complete check-out procedures within the specified time and still does not move out within seven days after receiving a written notice from the Dormitory Center, the Dormitory Center, in conjunction with the student's College/School, shall implement mandatory check-out and terminate the student's accommodation-related service rights (including access to water, electricity, door access, and campus card functions).

第四章 住宿管理

Chapter IV Accommodation Management

第十六条 入住学生应当增强法治观念和安全意识，自觉遵守公序良俗，自觉维护公共秩序，知悉公寓管理、安全、消防、学生违纪处分等方面的规章制度，住宿期间服从管理与调整。

Article 16 Students residing in dormitories shall enhance their awareness of the

rule of law and safety, consciously abide by public order and good customs, maintain public order, familiarize themselves with rules and regulations regarding dormitory management, safety, fire protection, and student disciplinary punishment, and obey management and adjustments during their accommodation period.

第十七条 入住学生应签订并遵守《哈尔滨工业大学（深圳）学生公寓住宿协议》，作为个人安全的第一责任人应自觉执行：

Article 17 Students residing in dormitories shall sign and abide by the *Accommodation Agreement for Student Dormitories of Harbin Institute of Technology (Shenzhen)*. As the primary person responsible for their own safety, they shall consciously implement the following:

（一）参加安全教育、安全知识、安全技能等培训，主动参与安全疏散演练，积极加入学生消防安全员队伍，妥善保管应急包等消防物资。

(1) Participate in training on safety education, safety knowledge, and safety skills; take the initiative to participate in safety evacuation drills; actively join the team of student fire safety volunteers; and properly keep emergency kits and other fire-fighting materials.

（二）发现火情、安全隐患、可疑人员及物品等，应及时向学生所在学部（院）辅导员老师或公寓管理人员报告。

(2) Promptly report any fire hazards, safety risks, suspicious persons, or suspicious items to the counselor of the student's College/School or dormitory management staff.

（三）爱护公寓内消防设施和器材，严禁损坏、挪用或擅自拆除，严禁占用、堵塞、封闭消防通道和安全出口。

(3) Protect fire-fighting facilities and equipment in the dormitory; it is strictly prohibited to damage, misappropriate, or dismantle such facilities/equipment without authorization, or to occupy, block, or seal fire exits and safety exits.

（四）离开寝室时应当关闭电源，锁好门窗，妥善保管好个人贵重物品，积极配合安全检查。

(4) Turn off the power supply and lock doors and windows when leaving the dormitory room; properly keep personal valuables; and actively cooperate with safety inspections.

第十八条 学生在公寓内，不得有下列影响公寓内安全秩序的行为：

Article 18 Students shall not engage in the following acts that affect the safety and order of the dormitory:

（一）在公寓内吸烟、使用明火（如酒精炉、煤气炉、蜡烛等）；

(1) Smoking or using open flames (such as alcohol stoves, gas stoves, or candles) in the dormitory;

（二）存放或使用危险品，危险品包括但不限于易燃、易爆、易腐蚀、剧毒、放射性、含细菌和病毒类物品及有危险的实验设备等；

(2) Storing or using dangerous goods, including but not limited to flammable, explosive, corrosive, highly toxic, or radioactive substances, items containing bacteria or viruses, and hazardous experimental equipment;

（三）违规使用公共电源，私拉电线、私自更改电路和变压装置等；

(3) Using public power sources in violation of regulations, pulling wires privately, or modifying circuits or voltage transformation devices without authorization;

（四）携带电动车或电动车电池进入公寓及充电，携带自行车进入楼宇内部存放；

(4) Bringing electric vehicles or their batteries into the dormitory for charging, or bringing bicycles into the interior of the building for storage;

（五）攀爬阳台、门窗进入公寓或寝室，站立或坐在阳台外墙以

及窗台上，登上楼顶或在楼顶进行其他活动等；

(5) Climbing into the dormitory or dormitory room through balconies or windows, standing or sitting on the outer walls of balconies or window sills, climbing onto the roof, or engaging in other activities on the roof;

（六）在非紧急情况下进入公寓内限制区域，包括但不限于天台、强电间、弱电间、管道井、电梯机房、水箱房、空调机房等区域；

(6) Entering restricted areas in the dormitory under non-emergency circumstances, including but not limited to rooftops, high-voltage electricity rooms, low-voltage electricity rooms, pipe shafts, elevator machine rooms, water tank rooms, and air-conditioning machine rooms;

（七）在窗外摆放、悬挂个人物品；

(7) Placing or hanging personal items outside windows;

（八）在公寓高空抛掷物品；

(8) Throwing objects from heights in the dormitory;

（九）携带管制刀具进入公寓，生活用刀未妥善保管；

(9) Bringing controlled knives into the dormitory, or failing to properly keep knives for daily use;

（十）其他影响或可能影响公共安全的行为。

(10) Other acts that affect or may affect public safety.

第十九条 严禁在学生公寓使用以下违章电器：

Article 19 The following safety-rule-violating electrical appliances shall be strictly prohibited in student dormitories:

（一）热得快、电炉、电热毯、电热水器、取暖器、烘干机等电热设备以及无自动断电保护装置的电器；

(1) Electric heating equipment such as instant water heaters, electric stoves, electric blankets, electric water heaters, heaters, and dryers, as well as electrical appliances without automatic power-off protection devices;

(二) 额定功率超过 1500W 的电器;

(2) Electrical appliances with a rated power exceeding 1500W;

(三) 电饭锅、电磁炉、烤箱、电热锅、电饼铛、空气炸锅等炊事电器;

(3) Cooking appliances such as rice cookers, induction cookers, ovens, electric cookers, electric pancake makers, and air fryers;

(四) 无国家级安全认证的电器;

(4) Electrical appliances without national-level safety certification;

(五) 其他存在安全隐患的电器。

(5) Other electrical appliances with potential safety hazards.

一经发现, 由公寓中心代为保管至学生毕业, 学生调迁、毕业一周内不取走的, 由公寓中心自行处理。

Confiscated items will be stored by the Dormitory Center until the student's graduation. If unclaimed within one week of relocation or graduation, they will be disposed of in accordance with regulations.

第二十条 学生在公寓内, 不得有以下损坏公寓公共设备设施的行为, 如造成损坏需照价赔偿:

Article 20 Students shall not engage in the following acts that damage public equipment and facilities of the dormitory; if damage is caused, compensation shall be made at the original price:

(一) 私自装修或改变、破坏房屋结构和功能;

(1) Renovating, altering, or damaging the building structure and functions without authorization;

(二) 私自改变公共设备设施的位置和功能;

(2) Altering the location and functions of public equipment and facilities without authorization;

(三) 私自 在寝室门、墙壁、家具等处涂画、张贴物品;

(3) Painting, drawing, or posting items on dormitory doors, walls, furniture, or other surfaces without authorization;

(四) 私自更换门锁或加装门锁;

(4) Replacing door locks or installing additional door locks without authorization;

(五) 其他破坏、非正常及未按规定使用公寓公共设施设备的行为。

(5) Other acts of damaging, using improperly, or failing to use public equipment and facilities of the dormitory in accordance with regulations.

第二十一条 学生在公寓内，不得有以下影响公寓公共秩序和环境卫生等行为：

Article 21 Students shall not engage in the following acts that affect the public order and environmental sanitation of the dormitory:

(一) 带入、饲养动物及可能影响公共秩序或他人身心健康的植物；

(1) Bringing in or raising animals, or growing plants that may affect public order or the physical and mental health of others;

(二) 酗酒、赌博、打架斗殴等行为；

(2) Engaging in acts such as excessive drinking, gambling, fighting, or brawling;

(三) 进行传教、宗教聚会等宗教活动；

(3) Conducting religious activities such as preaching and religious gatherings;

(四) 从事经营活动；

(4) Engaging in business operations;

(五) 在走廊、消防通道、阳台、窗台、公益场所等公共空间存放个人物品、堆放杂物垃圾；

(5) Storing personal items or piling up debris and garbage in public spaces such as corridors, fire exits, balconies, window sills, and public welfare areas;

（六）向楼宇外倒水、投掷物品、吐痰等不文明行为；

(6) Engaging in uncivilized acts such as pouring water or throwing objects outside the building, or spitting;

（七）私自调换床位，占用或将个人物品存放于空床位；

(7) Changing beds without authorization, occupying empty beds, or storing personal items in empty beds;

（八）私自占用或影响他人使用公寓内公共空间（如自习室、晾衣间等）及设备设施（如冰箱、洗衣机等）的行为；

(8) Occupying public spaces (such as study rooms and laundry rooms) and equipment/facilities (such as refrigerators and washing machines) in the dormitory without authorization, or affecting others' use of such spaces and facilities;

（九）住宿或会客期间有大声唱歌、播放音乐、嬉闹、通电话等影响他人学习和休息的行为；

(9) Engaging in acts that affect others' study and rest during accommodation or visitor reception, such as singing loudly, playing music, frolicking, or making phone calls;

（十）在非指定地点（包括公寓楼宇外围）私自张贴、散发宣传品或悬挂条幅等；

(10) Posting, distributing promotional materials, or hanging banners without authorization in non-designated locations (including the exterior of dormitory buildings);

（十一）在非指定地点停放车辆（包括自行车、电动车、机动车等）；

(11) Parking vehicles (including bicycles, electric vehicles, and motor vehicles) in non-designated locations;

（十二）学生公寓男女学生私自互访；

(12) Male and female students visiting dormitories of the opposite sex without

authorization;

(十三) 其他妨碍公共秩序和环境卫生的行为。

(13) Other acts that disrupt public order and environmental sanitation.

第二十二条 学生在公寓内，不得有以下违规进入公寓行为：

Article 22 Students shall not engage in the following acts of entering the dormitory in violation of regulations:

(一) 私自带无公寓进出权限人员进入公寓；

(1) Bringing persons without dormitory access rights into the dormitory without authorization;

(二) 将学生卡等身份验证凭证转借无公寓进出权限人员用于公寓进出使用；

(2) Lending identity verification credentials such as campus cards to persons without dormitory access rights for entering the dormitory;

(三) 在寝室内留宿外来人员。私自留宿非本人寝室；

(3) Accommodating external persons in the dormitory room without authorization, or staying in a dormitory room other than one's own without authorization;

(四) 私自进入本人无进出权限的公寓。

(4) Entering a dormitory for which one has no access rights without authorization.

第二十三条 住宿期间自觉做好寝室内公共及个人空间的整理和清洁，共同维护公共区域环境卫生，积极配合环境卫生安全检查。

Article 23 During the accommodation period, students shall consciously organize and clean the public and personal spaces in the dormitory room, jointly maintain the environmental sanitation of public areas, and actively cooperate with environmental sanitation and safety inspections.

第二十四条 除公寓管理及维修人员外，非本公寓学生及其它外

来人员原则上禁入公寓。确有需要的，应由本公寓接访学生办理来访登记，接访学生有责任提醒和要求来访人遵守规定，服从管理。会客时间：周一至周日 9:00-21:30，其他时段禁止访客进入。如因私自接待访客或未履行管理义务导致公共秩序混乱、财物损坏或人身伤害的，被访学生须依法承担民事赔偿、接受校纪处分，情节严重涉及违法犯罪的还将承担相应法律责任。

Article 24 Except for dormitory management and maintenance staff, non-resident students of the dormitory and other external persons shall be prohibited from entering the dormitory in principle. If entry is indeed necessary, the resident student hosting the visitor shall complete visitor registration. The receiving student shall be responsible for reminding and requiring the visitor to abide by the regulations and obey management. Visitor hours are 9:00-21:30 daily; no visitors shall be admitted during other times. If public order is disrupted, property is damaged, or personal injury is caused due to receiving visitors without authorization or failing to fulfill management obligations, the receiving student shall bear civil liability for compensation in accordance with the law and accept disciplinary sanctions from the university. If the circumstances are serious and constitute a violation of law or crime, the student shall also bear corresponding legal responsibilities.

第二十五条 为提高房源利用率，校区有权对学生现住宿床位实行动态调整。对因未报到、休学、毕业、退学等原因而空出的床位，将随时加以调整，住宿学生须积极配合。同时，假期期间将结合实际对部分公寓进行合寝安排，所涉及公寓内的在住学生假期离校前需将寝室内个人物品进行妥善保管并腾空床位，留校学生应积极配合合寝安排。

Article 25 To optimize the allocation of accommodation resources, the Campus shall have the right to dynamically adjust the current accommodation beds of students. Beds vacated due to failure to register, suspension of studies, graduation, withdrawal,

or other reasons shall be adjusted promptly, and students residing in the dormitory shall actively cooperate. Meanwhile, during vacation periods, the Campus shall implement dormitory consolidation for some dormitories based on actual needs. For students residing in the affected dormitories, those leaving campus during the vacation shall properly store their personal items in the dormitory and vacate their beds; students staying on campus shall actively cooperate with the dormitory consolidation arrangements.

第二十六条 学部（院）每月至少开展一次安全卫生检查，每次检查均应建立问题及整改情况工作台账，报安全保卫部（处）/总务处备案，形成校区公寓安全卫生管理档案。安全保卫部（处）/总务处联合学生工作部（处）、国际教育中心根据安全卫生管理档案每学期至少开展两次安全卫生督查。

Article 26 Each College/School shall conduct at least one safety and sanitation inspection per month. For each inspection, a work ledger that records problems identified, rectification responsible persons, and time limits shall be established, which shall be submitted to the Safety and Security Department/Department of General Services for filing to form the Campus' student dormitory safety and sanitation management archive. The Safety and Security Department/Department of General Services, in conjunction with the Department of Student Affairs and the International Education Center, shall conduct at least two safety and sanitation supervision inspections per semester based on the safety and sanitation management archive.

第二十七条 住宿学生疑似患有或者患有《中华人民共和国传染病防治法》明确规定的传染病的，应当主动向所在学部（院）报告，在治愈或排除传染风险前，应根据医院指导意见，配合进行相应的住宿调整。学生发现学生公寓内有疑似患有前款所述传染性疾病的，应当及时向所在学部（院）辅导员老师、公寓管理人员报告。

Article 27 If a student residing in the dormitory is suspected of having or has

been diagnosed with an infectious disease as specified in the *Law of the People's Republic of China on the Prevention and Control of Infectious Diseases*, the student shall proactively report the case to their College/School. Before being cured or ruled out of infection risk, the student shall cooperate with the corresponding accommodation adjustment in accordance with the hospital's guidance. If a student discovers any person in the student dormitory who is suspected of having the infectious disease mentioned in the preceding paragraph, the student shall promptly report the situation to the counselor of their College/School or the dormitory management staff.

第二十八条 各寝室推选寝室长一名，作为寝室文化建设、安全卫生负责人，协助推进寝室文化建设、督促寝室成员遵守学生公寓管理相关规定等。寝室全体成员应共同维护寝室秩序，共促身心健康，做到互帮互助、关心关爱，发现各类安全隐患和同学异常状况应及时向所在学部（院）辅导员老师、公寓管理人员报告。

Article 28 Each dormitory shall elect one dormitory supervisor, who shall serve as the person responsible for dormitory culture development, safety, and sanitation. The supervisor shall assist in promoting dormitory culture development and urge dormitory members to comply with the relevant provisions on student dormitory management. All dormitory members shall jointly maintain dormitory order, promote physical and mental health, help and care for each other, and promptly report any safety hazards or abnormal situations of fellow students to the counselor of their College/School or the dormitory management staff.

第二十九条 住宿学生应当践行简约适度、绿色节能、文明健康的生活理念，互相尊重、团结友爱，自觉维护公共秩序，全面养成良好的学习生活习惯，遵守寝室的作息时间，按时起床和就寝，中午 12:00-14:00 或夜间 23:00 至次日早 7:00 应保持安静，不进行影响他人休息的活动，如大声讲话、玩游戏等，共同营造安全有序、积极向上

的寝室文化氛围。

Article 29 Students residing in the dormitory shall practice the concept of a simple, moderate, green, energy-saving, and civilized and healthy lifestyle. They shall respect each other, unite in friendship, consciously maintain public order, and fully develop good study and living habits. They shall abide by the dormitory schedule, get up and go to bed on time, and maintain quietness from 12:00 to 14:00 at noon or from 23:00 at night to 7:00 the next morning. During these periods, they shall not engage in activities that affect others' rest, such as speaking loudly or playing games, so as to jointly create a safe, orderly, and positive dormitory cultural atmosphere.

第三十条 提倡节约用电，人走断电。提倡节约用水，用完即关，杜绝长流水。长时间离寝，请关闭总电源，检查用水设备，必要时可关闭水阀。如发现水电设施损坏，请及时报修。

Article 30 Students are encouraged to save electricity and turn off power when leaving the dormitory. They are also encouraged to save water, turn off taps after use, and eliminate wasteful running water. When leaving the dormitory for an extended period, students shall turn off the main power supply, check water-using equipment, and turn off the water valve if necessary. If any damage to water or electricity facilities is found, students shall report for repair promptly.

第三十一条 住宿学生应积极发挥“自我教育、自我管理、自我服务”作用，主动参与管理服务与文化建设活动。

Article 31 Students residing in the dormitory shall actively play the role of "self-education, self-management, and self-service", and proactively participate in management services and cultural development activities.

第五章 收费管理

Chapter V Fee Management

第三十二条 学生住宿费根据所住房型及区域，按省、市物价部门核定的收费标准及校区有关规定执行，由公寓中心提供住宿名单，

财务处按照收费标准以学年收取，如有特殊情况，将提前通知，按通知要求进行收取。学生在住宿费标准不同的宿舍楼间调宿，差价部分按实际住宿时间相应退、补。

Article 32 Student accommodation fees shall be implemented in accordance with the charging standards approved by the relevant provincial and municipal price regulatory authorities and the relevant provisions of the Campus, based on the type and location of the accommodation. The Dormitory Center shall provide the list of students residing in the dormitory, and the Finance Office shall collect the fees on an academic year basis in accordance with the fee standards. In case of special circumstances, students shall be notified in advance and the fees shall be collected as required in the notice. If a student adjusts their accommodation to a dormitory building with a different accommodation fee standard, the difference shall be refunded or supplemented according to the actual accommodation duration.

经批准不住宿或提前退宿的，由公寓中心提供退宿名单，财务处按自然月退还未住月份的住宿费（不足整月不退）。

For students who are approved to not reside in the dormitory or check out in advance, the Dormitory Center shall provide the list of students checking out, and the Finance Office shall refund the accommodation fee for the unused months on a calendar month basis (no refund shall be given for periods less than one full month).

校外公寓按照与各公寓签订的协议要求缴纳住宿费用。

For off-campus dormitories, accommodation fees shall be paid in accordance with the requirements of the agreements signed with each dormitory.

第三十三条 学生宿舍的水电费收费标准按省、市和校区的有关规定执行。实行预购水、电的宿舍水费、电费，由宿舍内所有同学协商分摊；未实行预购水、电的宿舍水费、电费，由宿舍内所有同学平均分摊。

Article 33 The fee standards for water and electricity in student dormitories shall

be implemented in accordance with the relevant provisions of the province, municipality, and the Campus. For dormitories with pre-paid water and electricity systems, the water and electricity fees shall be shared by all students in the dormitory through consultation; for dormitories without pre-paid water and electricity systems, the water and electricity fees shall be equally shared by all students in the dormitory.

第六章 违规行为及处理

Chapter VI Violations and Handling

第三十四条 住宿期间，学生应严格遵守校区各项规章制度，不得发生下列违规行为（A类）：

Article 34 During the accommodation period, students shall strictly comply with all rules and regulations of the Campus and shall not commit the following violations (Category A):

（一）不服从住宿安排，不配合住宿调整；

(1) Refusing to comply with accommodation arrangements or cooperate with accommodation adjustments;

（二）未经批准留宿非本宿舍人员，擅自调宿或增加住宿人员；

(2) Accommodating non-dormitory members without approval, adjusting accommodation without authorization, or increasing the number of residents without permission;

（三）私自复制他人门禁卡、转借门禁卡或告知门禁密码给他人；

(3) Copying others' access cards without permission, lending access cards to others, or disclosing access passwords to others;

（四）办理调宿或者退宿手续后，在规定时间内未搬清个人物品，导致他人无法正常入住的；

(4) Failing to remove personal items within the specified time after completing accommodation adjustment or check-out procedures, resulting in others being unable to check in normally;

（五）未按照指定位置停放车辆（包括自行车、电动车、机动车等）的；

(5) Parking vehicles (including bicycles, electric vehicles, and motor vehicles) not in the designated locations;

（六）阻挠内务卫生、用电安全、家具物品、住宿秩序等检查的；

(6) Obstructing inspections of dormitory hygiene, electricity safety, furniture and items, or accommodation order;

（七）涂污或损坏家具及公共设施，私自改装、拆卸或不按规定摆放家具；

(7) Defacing or damaging furniture and public facilities, modifying or disassembling furniture without permission, or placing furniture not in accordance with regulations;

（八）随意动用消防器材的；

(8) Using fire-fighting equipment at will;

（九）在走廊等公寓公共区域堆放杂物、倾倒垃圾或污水；

(9) Piling up debris, dumping garbage, or pouring sewage in public areas of the dormitory such as corridors;

（十）在宿舍楼内携带、保管、饲养各类动物及可能影响公共秩序或他人身心健康的植物；

(10) Carrying, keeping, or raising various animals or growing plants that may affect public order or others' physical and mental health in the dormitory building;

（十一）因噪音、照明等影响公共秩序和他人学习、休息；

(11) Affecting public order or others' study and rest through noise, lighting, or other means;

（十二）在宿舍区从事商业等活动；

(12) Engaging in commercial or other business activities in the dormitory area;

（十三）私拉乱接电源，持有违规电器及物品；

(13) Connecting power supplies without permission, or possessing safety-rule-violating electrical appliances and items;

(十四) 在宿舍区吸烟;

(14) Smoking in the dormitory area;

(十五) 在非指定地点张贴、散发宣传品的;

(15) Posting or distributing promotional materials in non-designated locations;

(十六) 未经批准悬挂条幅、标语;

(16) Hanging banners or slogans without approval;

(十七) 使用管制刀具, 未造成后果或影响的;

(17) Using controlled knives without causing consequences or impacts;

(十八) 其他危及自身和他人安全、破坏公寓秩序、违反本办法相关规定的行为。

(18) Other acts that endanger the safety of oneself or others, disrupt dormitory order, or violate the relevant provisions of these Measures.

第三十五条 对存在 A 类违规行为的学生, 但未构成违纪的:

Article 35 For students who commit Category A violations but do not constitute disciplinary offenses:

(一) 违反一项(次)的, 责令三日内自行整改。

(1) For committing one violation (occurrence), the student shall be ordered to rectify it on their own within three days;

(二) 一年(自第一次违规时间计)内累计违反两项(次)的或前一次未按时完成整改, 全校区通报批评。

(2) For committing two cumulative violations (occurrences) within one year (counting from the date of the first violation) or failing to complete rectification on time for the previous violation, the student shall be publicly criticized campus-wide;

(三) 一年(自第一次违规时间计)内累计违反三项(次)的或前两次未按时完成整改, 取消一年(自处分生效日计)住宿资格。

(3) For committing three cumulative violations (occurrences) within one year (counting from the date of the first violation) or failing to complete rectification on time for the previous two violations, revocation of the student's accommodation eligibility for one year (effective date of the punishment).

第三十六条 对存在 A 类违规行为的学生，达到违纪处分办法相应规定的，依据《哈尔滨工业大学深圳校区学生违纪处分办法》，视情节给予相应处分。

Article 36 For students who commit Category A violations that meet the relevant provisions of the disciplinary punishment measures, corresponding disciplinary penalties shall be imposed based on the *Measures for the Disciplinary Punishment of Students at Harbin Institute of Technology Shenzhen Campus* in light of the circumstances.

第三十七条 住宿期间，学生应严格遵守校区各项规章制度，不得发生下列违规行为（B 类）：

Article 37 During the accommodation period, students shall strictly comply with all rules and regulations of the Campus and shall not commit the following violations (Category B):

（一）留宿异性或在异性宿舍留宿；

(1) Accommodating members of the opposite sex or staying in a dormitory of the opposite sex;

（二）租借、转卖床位；

(2) Renting out or reselling beds;

（三）恶意干扰正常的公寓管理秩序，辱骂、威胁、殴打管理人员或学生；

(3) Maliciously interfering with the normal dormitory management order, or insulting, threatening, or assaulting management staff or other students;

（四）恶意破坏、非法改造或违规使用消防设备，影响消防设备

正常发挥作用；

(4) Maliciously damaging, illegally modifying, or using fire-fighting equipment in violation of regulations, affecting the normal function of fire-fighting equipment;

(五) 引发火警；

(5) Causing a fire alarm;

(六) 在公寓高空抛掷物品；

(6) Throwing objects from heights in the dormitory;

(七) 公寓内发生的其他违反法律法规及规章制度的行为。

(7) Other acts in the dormitory that violate laws, regulations, or rules and regulations.

第三十八条 对存在 B 类违规行为的学生，酌情取消其住宿资格。达到违纪处分办法相应规定的，依据《哈尔滨工业大学深圳校区学生违纪处分办法》，视情节给予相应处分。

Article 38 For students who commit Category B violations, their accommodation eligibility shall be revoked at the Campus' discretion. For violations that meet the relevant provisions of the disciplinary punishment measures, corresponding disciplinary penalties shall be imposed based on the *Measures for the Disciplinary Punishment of Students at Harbin Institute of Technology Shenzhen Campus* in light of the circumstances.

第三十九条 其它违反本办法相关规定的，将依据校区学生违纪处分相关规定给予相应的处理或者纪律处分，构成违法的依法追究相应的法律责任。造成损失的，学生应承担相应赔偿责任。

Article 39 For other acts that violate the relevant provisions of these Measures, corresponding handling or disciplinary penalties shall be imposed in accordance with the Campus' relevant provisions on student disciplinary punishment. If the act constitutes a violation of law, the student shall bear corresponding legal responsibilities in accordance with the law. If losses are caused, the student shall bear

corresponding compensation liabilities.

第四十条 受处分的学生，由学生所在学部（院）通知、责令整改、跟进监督；被取消住宿资格的学生，由学部（院）通知学生及其家长，在七天内办理退宿手续，搬离学生宿舍。

Article 40 For students subject to disciplinary penalties, the student's College/School shall notify the student, order rectification, and conduct follow-up supervision. For students whose accommodation eligibility is revoked, the College/School shall notify the student and their parents, and the student shall complete check-out procedures and move out of the student dormitory within seven calendar days.

第七章 附 则

Chapter VII Supplementary Provisions

第四十一条 本办法由安全保卫部（处）/总务处负责解释。

Article 41 These Measures shall be interpreted by the Safety and Security Department/Department of General Services.

第四十二条 各单位可依据本办法，结合实际情况制定相应在住学生管理实施细则。

Article 42 All units may formulate corresponding implementation rules for the management of resident students in accordance with these Measures and in light of their actual conditions.

第四十三条 非校区在籍学生，按照各区域入住协议进行管理。

Article 43 Non-registered students of the Campus shall be managed in accordance with the accommodation agreements signed for their respective accommodation areas.

第四十四条 本办法自公布之日起施行。原《哈尔滨工业大学深圳校区学生公寓住宿管理办法（试行）》（哈工大深安〔2024〕22号）同时废止。

Article 44 These Measures shall take effect on the date of promulgation. The former *Interim Measures for the Administration of Student Dormitory Accommodation of Harbin Institute of Technology Shenzhen Campus* (HIT Shenzhen Safety and Security Department [2024] No. 22) shall be repealed simultaneously.