

Regulations on the Management of International Student Apartments of Beijing Institute of Graphic Communication (Revised June 2026)

Chapter I General Provisions

Article 1 These Regulations are formulated in accordance with the requirements specified in the *Administrative Measures for the Enrollment and Cultivation of International Students by Higher Education Institutions in the Beijing Region* (Jing Jiao Wai [2020] No. 1), the *Administrative Measures for Student Apartments of Higher Education Institutions in Beijing* (Jing Jiao Qin [2021] No. 11) and other relevant documents, and based on the actual management of international students of the Institute, for the purpose of strengthening the management of international student apartments of the Institute (hereinafter referred to as “the Apartments”).

Article 2 These Regulations shall apply to international students without Chinese nationality (hereinafter referred to as “Students”) who hold valid passports and study-type residence permits, are approved by the School of International Education, and pursue studies at the Institute.

Article 3 The valid accommodation period of a Student shall not exceed his/her study period at the Institute nor the validity term of his/her study-type residence permit. Foreign

nationals who fail the accommodation qualification review due to graduation, completion of studies, withdrawal, expulsion, suspension of schooling, expired visas or other reasons shall not be allowed to reside in the Apartments.

Article 4 The management of the Apartments shall follow the principles of compliance with laws and regulations, safety first, integrated management for international students, and equal rights and obligations. All residing Students shall consciously abide by the laws and regulations of the People's Republic of China, Beijing's foreign-related administrative provisions and all management rules of the Institute, and actively cooperate with relevant administrative procedures including document verification, accommodation registration with the public security authorities, safety and sanitation inspections, etc.

Chapter II Accommodation Application, Check-in and Check-out

Article 5 Students admitted by the School of International Education who have completed enrollment registration procedures shall fill out the *Accommodation Application Form for International Student Apartments of Beijing Institute of Graphic Communication* and sign the *Notification and Commitment Letter for International Students of Beijing Institute of Graphic Communication*, committing to fulfill all obligations including accommodation safety and information reporting. They

may complete check-in only after their applications are reviewed and approved by the School of International Education.

Article 6 A Student shall present a valid passport, study-type residence permit and campus registration certificate to complete check-in procedures. Check-in shall not be processed for those who fail to provide legal and valid documents. The Apartment Management Center must complete the submission of foreign national accommodation registration information to the public security online system within 24 hours after a Student's check-in.

Article 7 Students shall keep valid passports and study-type residence permits in their possession throughout their accommodation period. If documents are extended, renewed or contain updated personal information, Students shall complete accommodation registration again at the Apartment reception within 24 hours after the change. Students who leave the Apartments for more than 24 consecutive hours shall take the initiative to report to the Apartment front desk; those who leave Beijing or China shall also report upon return to the Apartment reception voluntarily.

Article 8 Rooms and beds are uniformly assigned by the Apartment Management Center, and Students shall comply with such arrangements. Room or bed adjustment shall not be permitted in principle. Students shall cooperate when the Institute

carries out unified dormitory adjustments for housing renovation or housing resource integration purposes. It is strictly prohibited for Students to sublet or transfer their rooms or beds to others, privately switch rooms or beds, or make unauthorized copies of room keys, access control cards and other access credentials.

Article 9 The accommodation fee is denominated in Renminbi (RMB). A Student shall pay the accommodation fee in full for the current semester within one week after the start of each semester. The Apartment Management Center shall issue a written payment reminder (including electronic version) to a Student who fails to settle the accommodation fee on time.

A Student who still fails to pay the fee in full amount within 7 days upon receipt of the payment reminder shall be dealt with separately as follows: 1. If the Student meets the conditions for off-campus residence as stipulated in Articles 28 and 29 of these Regulations, the School of International Education reserves the right to terminate the apartment accommodation agreement unilaterally and cancel the Student's accommodation qualification. The Student shall move out of the Apartments within 3 days from the date of service of the termination notice. 2. If the Student does not meet the conditions for off-campus residence as stipulated in Articles 28 and 29 of these Regulations, the School of International Education shall suspend the formalities for extending his/her study-type residence permit until

all overdue accommodation fee is fully settled.

Any accommodation fee already paid for the current semester shall not be refunded for a Student whose accommodation qualification is cancelled due to overdue payment, and the Institute reserves the right to recover all outstanding arrears. The accommodation fee paid for the current semester shall not be refunded for a Student expelled from the Institute or deprived of accommodation qualification in accordance with relevant rules due to illegal acts or disciplinary violations. A Student applying to change room types shall settle the price difference before room adjustment.

Article 10 Before completing check-out procedures, Students shall clear all personal belongings, thoroughly clean the rooms, return dormitory keys and access control cards, and settle all payable expenses including the accommodation fee and compensation for damaged facilities.

Article 11 Students who graduate, complete their studies, withdraw or suspend schooling shall move out of the Apartments within 7 days upon completion of relevant approval procedures at the School of International Education (the time limit shall not exceed the validity term of their study-type residence permits). The accommodation fee shall be calculated based on the actual months of residence, with any partial month counted as a full month. Students with legitimate reasons requiring delayed

departure shall submit a written application for approval by the School of International Education. Those who refuse to move out beyond the time limit without justifiable reasons shall be issued a Warning Notice by the Apartment Management Center requiring them to clear personal belongings within 3 days. If the belongings remain unclaimed upon expiry of the time limit, the School of International Education shall instruct the Apartment Management Center to collect and store such items uniformly for 7 days. Any unclaimed items after the storage period shall be deemed abandoned and may be disposed of by the Apartment Management Center in accordance with relevant rules, and all resulting property losses shall be borne by the relevant Student personally.

Chapter III Daily Management

Article 12 The public areas within Apartment buildings (lobbies, corridors, kitchens, laundries, activity rooms, etc.) and supporting facilities inside dormitory rooms are owned by the Institute, and may only be used properly by the assigned Students. It is strictly prohibited to privately move, disassemble, add or remove such facilities. Students shall report any facility malfunctions to Apartment administrators for maintenance without delay.

Article 13 Students shall consciously maintain the sanitation of public areas and dormitory rooms within Apartment

buildings, and keep emergency exits unobstructed at all times. It is prohibited to pile sundries in public areas or discard garbage at will. Hanging objects outside windows and throwing objects from windows or elevated areas are forbidden. Discarding paper towels, sanitary napkins, kitchen waste, hair, hard objects and other clog-prone debris into toilets or floor drains is prohibited. Keeping animals inside the Apartments is not allowed.

Article 14 Students shall abide by the following rules when using the shared kitchen:

1. Cooking appliances meeting safety standards may be used in designated zones of the shared kitchen. Students must stay on-site to supervise food preparation during cooking and cut off power supply immediately after use. It is prohibited to take kitchen utensils or food ingredients stored by others without permission.

2. Only sealed, non-perishable food ingredients may be stored in the shared refrigerator, with the user's name and storage date clearly marked. Storage of strongly odorous, leaky or unsealed food is prohibited.

3. After using the kitchen, Students shall promptly clean oil stains and kitchen waste, wipe countertops, and turn off water, electricity and gas valves. No long-term occupation of kitchen utensils or stockpiling of food ingredients is allowed.

4. The Apartment Management Center reserves the right to conduct irregular unified cleaning if sundries are piled in the kitchen, or food in the refrigerator is unmarked, deteriorated, expired or causes severe leakage and odor, and all resulting losses shall be borne by the relevant Student personally.

Article 15 When using the shared laundry room, Students shall sort laundry by category and collect all clothing within 24 hours after washing is completed. It is prohibited to wash footwear in washing machines, occupy washing machines to store personal belongings for a long time, or place items that may clog or damage equipment. For clothing left uncollected beyond the time limit, the Apartment Management Center may remove them from the washing machines for unified storage and notify the relevant Student to claim them within a specified period. Any clothing unclaimed after 24 hours shall be deemed abandoned and may be disposed of by the Apartment Management Center, with all relevant losses borne by the relevant Student personally.

Article 16 After using the shared activity room, Students shall clear garbage and restore tables, chairs and other facilities to their original state. No private occupation of the venue to store personal items is allowed, and activities shall not generate noise that disturbs other resident Students.

Article 17 It is strictly prohibited for Students to hang maps, graphic promotional materials and other items that fail to comply

with the national territory standards of the People's Republic of China inside the Apartments.

Article 18 Students are forbidden to illegally possess, take or inject drugs inside the Apartments; to induce, instigate or provide accommodation for others to take drugs; to traffic drugs or supply drugs and drug paraphernalia to others; and to illegally possess, improperly abuse or privately transfer controlled narcotic drugs and psychotropic substances regulated by the State.

Article 19 Students shall consciously maintain a quiet and orderly living environment in the Apartments. They shall not engage in noise-making activities disturbing others, or acts disrupting public order such as excessive drinking, gambling, fighting and gathering to create disturbances. Carrying out commercial business inside the Apartments, using apartment facilities for commercial activities or excessive consumption of supplies beyond reasonable personal needs are prohibited. Preaching, organizing or participating in various religious assembly activities inside the Apartments are forbidden.

Article 20 The apartment access control is open daily from 6:30 to 23:00, and Students shall return to the Apartments before 23:00. A Student who needs to return late shall report the reason and estimated return time to his/her class supervisor and Apartment administrator in advance. Any Student who fails to report late returns more than three times shall be issued a Warning

Notice by the Apartment Management Center for filing. All safety risks arising from staying outside the Apartments after 23:00 shall be borne by the relevant Student personally. During closed access control hours, Students shall not request Apartment administrators to open the access control for entry or exit without emergency reasons.

Article 21 Visitor reception is only permitted in the lobby on the first floor of the Apartment building, with reception hours from 08:00 to 22:30. All visitors shall be accompanied by the receiving Student to the Apartment reception, present valid identity documents and complete registration; the receiving Student shall sign on the registration form for confirmation. A visitor's single stay shall not exceed four hours, and all visitors must leave the Apartments no later than 22:30; Apartment administrators will ask overstaying visitors to leave. If the receiving Student leaves the Apartment, the accompanying visitor shall depart simultaneously and shall not linger in the Apartment after the Student's departure. Students shall not accommodate or detain unregistered visitors or visitors arriving outside reception hours inside the Apartments.

Chapter IV Safety Management

Article 22 Students shall comply with the following safety management rules:

(I) Electricity Safety

1. It is strictly prohibited to bring electric bicycles or their storage batteries into any Apartment building for storage or charging.

2. Charging mobile phones, laptops and other portable electronic devices is forbidden when no one is present in the dormitory. All power supplies in a dormitory shall be cut off when all Students residing in it leave for more than 24 consecutive hours.

3. Except in designated zones of the shared kitchen, heating appliances including hair dryers, electric blankets, electric immersion heaters, electric stoves, electric rice cookers, electric ovens and electric kettles (health pots included) are prohibited inside dormitories. The use of electrical appliances without mandatory China Compulsory Certification (3C) or automatic power-off protection devices is also banned. Any unlisted appliances featuring heating functions or open-flame devices or high power shall be identified and disposed of by Apartment administrators in accordance with this Article.

4. Unauthorized random wiring, private installation of cable television lines or satellite receiving antennas are forbidden.

(II) Fire Safety

1. Portable gas stoves, alcohol burners and all other open-flame appliances are prohibited from being stored or used anywhere within Apartment buildings.

2. Burning any articles inside Apartment buildings is forbidden; flammable, explosive, highly corrosive and other dangerous goods shall not be stored on the premises.

3. No person may arbitrarily move or cover fire-fighting equipment and devices, or damage them. Blocking fire escape routes and emergency exits is strictly prohibited.

(III) Students shall participate in fire safety training and emergency drills arranged uniformly by the Institute on schedule. Students who cannot attend due to illness or personal matters shall submit leave applications to his/her class supervisor in advance. Those absent without valid reasons shall receive criticism and education; those who still refuse to participate after education shall be subject to disciplinary sanctions in accordance with the provisions on violations of fire safety rules stipulated in the *Administrative Measures of Beijing Institute of Graphic Communication for Disciplinary Sanctions against International Students*.

(IV) Any equipment used in violation of the above provisions shall be temporarily seized by the Apartment Management Center. The seized non-prohibited articles will be returned to students upon their graduation or departure from the Institute for them to take away personally; prohibited dangerous articles will be handed over to public security authorities for disposal uniformly.

Article 23 A complete smoke-free policy is implemented across all Apartment premises. Students are prohibited from smoking cigarettes or e-cigarettes in any area of the Apartment buildings, and shall not place or discard cigarette butts indoors.

Article 24 Students shall properly keep their personal identity documents and valuables. Cash is recommended to be deposited in bank accounts. All windows shall be closed and room doors locked when leaving the dormitory. Any suspicious persons spotted in the Apartments shall be reported to Apartment administrators promptly.

Article 25 Students shall complete facial recognition verification at the access control system when entering or exiting the Apartments, and may pass only after verification is approved. Tailgating through access gates using another person's facial recognition verification and squeezing through turnstiles are prohibited. Climbing over turnstiles or windows to enter or exit the Apartments is also forbidden. Students shall not lend their facial recognition access privileges to others, nor provide any other means for third parties to enter or exit the Apartments.

Article 26 A regular daily safety inspection system is implemented for the Apartments. Apartment administrators shall conduct daily hazard inspections of all public areas and individual dormitory rooms in the buildings. All Students shall cooperate with safety inspections carried out by Apartment administrators

in accordance with regulations, and shall not refuse or obstruct inspections for any reason. If violations or potential safety hazards are discovered during inspections, Apartment administrators have the authority to order immediate rectification and impose corresponding handling measures pursuant to these Regulations.

Chapter V Off-Campus Accommodation Management

Article 27 In principle, the Institute does not permit students to independently rent and live off campus. Students who apply for off-campus accommodation due to special personal circumstances shall fully fill out and submit the *Off-Campus Accommodation Application Form of Beijing Institute of Graphic Communication* and submit a written commitment clarifying that they shall bear full safety and legal liabilities as well as academic responsibilities during off-campus residence, and shall strictly abide by the laws of the People's Republic of China, local regulations on residence management and all university regulations. Students may rent housing off-campus only after preliminary review and approval by the School of International Education. The rental premises must comply with laws governing the residence of foreign nationals. Within 24 hours of moving into the off-campus accommodation, a Student shall complete temporary accommodation registration for overseas personnel at the local police station of the residential jurisdiction, and submit

the receipt of the *Registration of Temporary Residence for Visitors Form* to the School of International Education for final review and filing. Upon final approval, a Student shall complete on-campus check-out procedures within 7 days, settle all outstanding on-campus accommodation fee and remove all personal belongings from the dormitory.

For any Student under the age of 18 applying for off-campus accommodation, in addition to standard application documents, notarized guardianship documents corresponding to the type of guardian shall be submitted as follows: 1. If parents are permanent residents in Beijing and serve as direct guardians, a notarized written consent letter from parents approving off-campus accommodation shall be provided; 2. If parents reside overseas for a long term, notarized and authenticated documents issued by the Student's home country, plus authentication by Chinese embassy or consulate in that country, shall be submitted, authorizing an adult with long-term Beijing residency, fixed housing and stable income to act as the Student's guardian.

All personal injuries, property losses, public security violations, traffic accidents and other incidents occurring while a Student resides off-campus shall be the sole responsibility of the Student, and the Institute shall not bear any relevant liabilities or economic losses.

Article 28 The application for off-campus accommodation

of a Student shall not be accepted in any of the following circumstances:

1. He/she is a minor under 18 years old who fails to provide written consent from a legal guardian and does not live together with the guardian;

2. He/she has received a warning or heavier disciplinary sanction under the *Administrative Measures of Beijing Institute of Graphic Communication for Disciplinary Sanctions against International Students* within the most recent 12 months;

3. His/her overall class attendance rate in the previous academic year is lower than 85%, or Grade Point Average (GPA) is below 3.0;

4. He/she has returned to on-campus accommodation in accordance with Article 29 of these Regulations and has not yet completed one full year since the date of return;

5. Other circumstances identified by the School of International Education through comprehensive assessment that render the Student unqualified for off-campus residence.

Article 29 A Student who has obtained approval for off-campus accommodation shall complete formalities to resume on-campus accommodation within 30 days prior to the expiry date of his/her study-type residence permit if any of the following circumstances occur. Failure to comply with this requirement will affect the review and approval for extension of his/her study-type

residence permit:

1. Receipt of a warning, serious warning, demerit or school probation disciplinary sanction for violations under the *Administrative Measures of Beijing Institute of Graphic Communication for Disciplinary Sanctions against International Students*;

2. Overall class attendance rate for the previous semester lower than 85%, or GPA below 3.0;

3. Other circumstances determined by the School of International Education through comprehensive assessment indicating that the Student is unsuitable to continue residing off-campus.

Students who refuse to complete formalities to resume on-campus accommodation without justifiable reasons shall have their study-type residence permit extension procedures suspended by the School of International Education until they fulfill the obligation to move back to campus Apartments.

Article 30 A Student residing off-campus shall maintain regular contact with his/her international student counselor and class supervisor. If his/her off-campus rental address changes, he/she shall complete updated temporary accommodation registration for overseas personnel at the police station of the new residential jurisdiction within 24 hours after relocation, and submit the new *Temporary Accommodation Registration Form*

for Overseas Personnel to the School of International Education for filing. Any change to mobile phone number or emergency contact shall be voluntarily notified to the international student counselor and class supervisor within 24 hours.

Chapter VI Disposal of Violations

Article 31 Students shall strictly abide by all clauses of these Regulations. Any violations shall be handled according to the nature and severity of violations:

1. Students who commit acts violating Chinese laws and regulations shall be transferred by the School of International Education to public security authorities for legal handling, while the Institute shall impose corresponding disciplinary sanctions on the student pursuant to relevant provisions. If a Student's violation causes personal injury to others or damage to public or private property, the Student shall bear corresponding compensation liabilities in accordance with laws and regulations.

2. Violations falling under sanction scenarios specified in the *Administrative Measures of Beijing Institute of Graphic Communication for Disciplinary Sanctions against International Students* shall result in corresponding disciplinary sanctions imposed under such Measures; if facilities or property are damaged concurrently, the responsible Student shall pay compensation at the original replacement value separately.

3. Violations that do not constitute illegal acts or grounds for disciplinary sanctions but breach these Regulations may result in a written Warning Notice issued by the Apartment Management Center, which shall be filed and archived.

Article 32 Cumulative management rules for Warning Notices:

1. Students who receive a total of three Warning Notices during their accommodation period shall be given a warning disciplinary sanction in accordance with the *Administrative Measures of Beijing Institute of Graphic Communication for Disciplinary Sanctions against International Students*.

2. Students who accumulate another three Warning Notices after receiving a warning sanction shall be given a serious warning or heavier disciplinary sanction.

3. Students who repeatedly commit violations despite multiple warnings and disciplinary sanctions may be subject to escalating sanctions ranging from school probation up to expulsion from the Institute under the relevant provisions of the *Administrative Measures of Beijing Institute of Graphic Communication for Disciplinary Sanctions against International Students*.

Chapter VII Supplementary Provisions

Article 33 The School of International Education, Beijing Institute of Graphic Communication reserves the right to interpret

these Regulations.

Article 34 The English version of these Regulations is a translated version of the Chinese text for Student reference only. In the event of any inconsistency between the Chinese and English versions, the Chinese version shall prevail.

Article 35 These Regulations shall come into force as of July X, 2026. All previous documents governing the management of international student apartments shall be abolished simultaneously.