

Policies and Regulations of Residential College No.2 International Campus Zhejiang University (Interim)

Chapter 1 General Principles

I. Residential College No.2 of International Campus, Zhejiang University, hereinafter referred to as Residential College, is the place where students get accommodation, learn and communicate. It is the important carrier of moral, intellectual, physical, aesthetic and labor development of students in International Campus and the core link of global competitiveness cultivation.

II. Residential College, on behalf of the campus, shall be fully responsible for student dormitory management, accommodation resources allocation and property management. Residential College is also in charge of the construction of campus community. It is entitled to regulate the behaviors of residential students and put forward suggestions on handling disciplinary violations.

III. These regulations apply to all residential students in International Campus, including full-time students enrolled in the campus plan and all kinds of personnel who needs temporary accommodation in International Campus.

Chapter 2 Accommodation Application, Adjustment and Check-out

IV. Students enrolled on International Campus of Zhejiang University, who are willing to comply with all the regulations, accept the assignment of Residential College, and pay housing fees and other necessary fees on time, can apply for the accommodation. Also, to complete all the accommodation application procedures on time is required.

V. Students' reapplication for accommodation may be considered by Residential College on the basis of the students' previous performance. Upon approval, students must sign a new housing contract.

VI. Residential College will take individual preference into consideration on the premise of resources permitting and Residential College's assignment principle is fully complied.

VII. All the students applying for on-campus accommodation must accept the assignment made by Residential College. Without the permission of Residential College, students shall not: stay in Residential College; change the dormitory with others; sublease or rent dormitory to anyone else; allow anyone else to stay in dormitory. move out of Residential College.

VIII. All the students must pay the accommodation fees, extra

electricity fees and other fees in a timely fashion. (Accommodation fees shall be charged in accordance with the regulations of International Campus Zhejiang University.) The accommodation fee is billed in each academic year for a period of ten months. The starting and ending times of each academic year are subject to the college website notice of the current academic year.

Residential students are required to comply with the uniform accommodation arrangement of Residential College. Residential students will be required to check out during the summer vacation, except for who have summer learning plan in international campus and also get the permission from their institutes. Fees will be charged for those who stay in Residential College during the summer vacation.

IX. Accommodation adjustment can be applied once in an academic year for each residential student. Upon approval, students must finish moving within 3 days after the adjustment application is permitted. At the end of the academic year, Residential College may rearrange the accommodation.

X. The accommodation availability is in accordance with the school calendar. If a student ceases to be a registered one as a result of graduation, withdrawal, dismissal, suspension or transfer,

the student must follow the move-out procedures within the time required. If a student needs to check-out for other reasons, the application must be made at least one week in advance.

Students who interrupt study are not allowed to re-apply for accommodation in Residential College until their resume study procedures have been completed. Students who study abroad for exchange shall pay the accommodation fee normally if they don't check out.

XI. In check-out procedure, accommodation fee for the remaining months shall be returned to students. Refundable fee is calculated on the basis of natural month and from the month following check-out. Students must move out of Residential College within 3 days after deregistration or check-out procedures are completed. Residential College reserves the right to compel students to empty their dormitories if the dormitories are not emptied within the prescribed time.

XII. International students with scholarship (accommodation fee covered) will be provided with accommodation on campus. Self-funded international students can apply for off-campus accommodation during the freshman registration. Off-campus Applications should be submitted to Residential College within the last two weeks of current academic year. (Check IX for

details.)

XIII. W In case of check out, students should cooperate to check the public facilities and equipment, settle a bill for all overdue or compensation fees according to regulations .

XIV. Residential College shall have the right to check the students' dormitories unannounced or unscheduled for inspection of sanitary, safety, public facilities and furnishings, etc. Any improper behavior or violations of relevant rules will be recorded into residential students' personal files or even result in disqualification of accommodation.

Chapter 3 Security

XV. Residential students shall consciously maintain the safety of Residential College, strictly abide by the laws and regulations of China, the rules and regulations of Zhejiang University and Residential College security regulations, enhance safety awareness and legal awareness, and refrain from any behavior that may endanger the safety of Residential College or hinder others.

XVI. All the Residential students should know the layout of Residential College, emergency evacuation route and the knowledge of emergency evacuation. Residential students shall

improve the ability of prevention, self-management and self-rescue, and participate in emergency evacuation drill and fire demonstration as required by Residential College. All emergency exits and passageways in Residential College should be kept open. No private or public items are allowed to block the exits or passageways.

XVII. In case of fire alarm or fire accident, Residential students should call the police and evacuate the building according to the regulations or follow the instructions of campus officers. Each unit is equipped with fire detectors. Once the fire detector alarms, all the Residential students must evacuate immediately and stay at the safe place outdoor until the alarm is ceased. Do not use any elevator when there is a fire.

XVIII. When a criminal case or public security case happens, Residential students should protect the scene, report to the campus security department and Residential College reception desk in time, and help deal with the case.

XIX. In case of emergency, such as fighting, acute illness, accident or any special accident, Residential students should inform reception desk immediately.

XX. Residential College restricts students from entering residential areas of opposite gender. Visits between/among

residential students are allowed during 9:00-22:00. During visiting hour, visitors must comply with the rules and regulations of Residential College. Making noises or disturbing other residents is not acceptable. No overnight visitors are permitted. If property loss or personal injury is caused by staying in the dormitory without authorization, the resident shall assume joint and several liabilities for compensation or legal liability. (Check Annex II for visitor policy)

XXI. Residential students are responsible for the security of their own property. Lending access card to others is prohibited. Residential College accepts no responsibility for theft, damage, or other loss of personal property, but will help in investigation. Residential students could purchase property insurance through a private insurance carrier licensed by the nation.

XXII. An infectious disease declaration system is effectuated on campus. Anyone who contracts any of the infectious diseases specified in the Law of the People's Republic of China on the Prevention and Treatment of Infectious Diseases shall timely report on his own initiative to Residential College counselors. Patients, carriers of infectious diseases and suspected infectious Residential students should obey the medical guidance from hospital and cooperate with accommodation adjustment and other

arrangements before cure or elimination of suspected infectious diseases.

XXIII. The possession, use, distribution or sale of illegal drugs or medicines prohibited by the country is strictly forbidden. No type of weapons is permitted in Residential College. Such weapons include, but are not limited to, guns, ammunition, restricted knives, imitation guns, bows and arrows.

XXIV. Regular dormitory safety inspections would be conducted and temporary inspections may be conducted when complain or emergency occurs. Residential students are required to work in close liaison with Residential College.

Chapter 4 Public Environment and Disciplines

XXV. Residential students should maintain a civilized, clean and orderly public environment. Residential College will provide daily cleaning services in the common areas, Residential students need clean the dormitories and get rid of indoor garbage timely. Stains on the surfaces of floors, walls and furniture should be cleaned in time. The dormitories should be kept tidy and neat.

XXVI. Residential students should respect, unite each other, maintain public order consciously, follow the major work and rest schedules, develop a good study and living habit. No conducts

that disturb public order are allowed.

XXVII. Residential students should not put excessive foods or foods with peculiar smell which may disturb other Residential students in the fridge. Perishable food items should not be put in the fridge for long time. Residential students should empty the fridge before leaving school for summer vacation or winter vacation. The cleaning staff have the right to get rid of the deteriorate foods without notification.

XXVIII. Garbage sorting is implemented in Residential College. Residential students shall put garbage into designated garbage bins and are obligated to take good care of greening.

XXIX. Residential College will carry out irregular inspection on order and discipline, and require students to rectify dirty or disorderly dormitory within a time limit. The inspection results will be included in the Performance of Residential students' Comprehensive Records.

XXX. Smoking (including e-cigarettes) is forbidden, alcoholism in Residential College is forbidden. Empty alcoholic beverage containers are not permitted within dormitories and common areas of the residential

XXXI. Commercial activities are forbidden. Pyramid schemes are not allowed. All posters and promotional materials must be

posted in designated areas after approval by Administration Office of Residential College.

XXXII. All kinds of activities shall be approved in accordance with proper procedures, and carried out in designated areas.

XXXIII. Reactionary, cult and other prohibited posters are not allowed to be posted in Residential College.

XXXIV. Proselytizing and gathering people for religious activities are prohibited.

XXXV. Making noise, quarrelling, fighting or any behavior which may disturb Residential students is not allowed in common areas. Audio equipment with high power or high decibel are not allowed in residential areas. Musical instruments could only be played in Art Zone on first floor.

XXXVI. The use of any sports equipment (skates, skateboards, segways) is not allowed in open areas or corridors inside Residential College. Parking or recharging electric bicycles is not allowed inside or underground Residential College

XXXVII. Pets are prohibited in Residential College.

XXXVIII. Gambling is prohibited in Residential College.

Chapter 5 Utilities Management

XXXIX. Residential students should take good care of public

property, and use water and electricity facilities, doors and windows, furniture, electrical appliances and other public facilities and equipment with care.

XL. The electrical appliances can only be used in the common areas. Residential students must operate electrical appliances safely and must not use them in private dormitories. Electrical appliances should be cleaned after use. Any equipment malfunctions should be reported to the reception desk immediately.

XLI. It is not allowed to move furniture and equipment out of the original place without permission. Do not destroy walls and furniture in dormitories.

XLII. No latch locking devices are allowed to be installed to dormitories doors. Any lock defects or card loss should be reported to reception desk in time. Breaking doors is not allowed.

XLIII. Residential students shall report to the reception desk if any furniture or fixture does not function well. Residential students who cause any damage or loss need to compensate accordingly. In the event of any damage to the facilities and equipment in the common area of the unit, all members of the unit shall jointly compensate for the loss when fail to verify the responsibility.

Chapter 6 Water and Electricity

XLIV. Residential students should use electricity safely. Electrical appliances in dormitories are not allowed to be dismantled. The responsible person shall bear the consequences of improper uses. Residential College staff have the right to stop prohibited electrical appliances users. Those who violates the rules will be dealt with according to Chapter 8.

XLV. The electrical appliances whose power is higher than 200W are not permitted in Residential College. Certain electrical appliances can be used for special needs only with the approval of Residential College.

XLVI. Upon approval, the applicant can install high-power electrical appliances with the help of professionals in designated locations. If electrical failure occurs, maintenance should be contacted immediately.

XLVII. Residential students should save water and electricity, when using lights and air conditioning, turn off when leaving.

XLVIII. The dormitories and common areas are separately provided with a certain quota of electricity. Free quota will be allocated on a regular basis. Excessive part of dormitory electricity consumption shall be covered by residential students.

When electricity consumption of common areas exceeds the quota for the first time, the unit will receive a warning. For second time, all unit members shall split the excessive charge.

Chapter7 Award

XLIX. Residential College encourages model unit construction. A "Model Unit" competition event will be host each year. The winning or individual will be praised and rewarded.

L. Residential College encourages residential students to actively participate in Residential College improvement and various activities. During accommodation period the performance of residential students will be used as one of the basis for various awards nomination on campus and institutes. For those who contribute in water and electricity saving, public property caring, peer caring and other good deeds, will be praised and rewarded by Residential College.

LI. Residential College will assess unit representatives and members of Residential College Student Committee each year. Outstanding students will be recommended by Residential College to participate in the Social Work Advanced Individual of Campus competition.

Chapter 8 Types of Disciplinary Actions and their Applicability

LII. Residential students shall comply with university disciplines, regulations, etc. In case of any violation conducts in the residential college, disciplinary punishments such as oral warning, written warning, criticism in a circulated notice, probation, disqualification of accommodation, will be given according to the severity of the case, and, in severe cases, their related economic and legal responsibilities will be imposed.

LIII. In the event that a discipline violation takes place in Residential College, those who are involved will be subject to relevant disciplinary sanction in accordance with Zhejiang University Regulations for Dealing with Student Disciplinary Offenses and, in severe cases, their related economic and legal responsibilities will be imposed.

LIV. Students who have one of the following acts will be given disciplinary punishment or even be investigated for legal liability according to the seriousness of the circumstances. Their disciplinary offences will also be recorded in the Performance of Students' Comprehensive records.

1. Conducts that affect public order

(1) Refusing to cooperate with the university in sanitary,

disciplinary and safety inspections.

(2) Littering inside and outside buildings or dumping garbage without garbage sorting.

(3) Scrawling over walls and corridors or posting and circulating various posters, fly sheets and the like without permission.

(4) Furnishing a dormitory without permission or driving iron nails or other hard stuff into wall surface.

(5) Displacing or dismantling furniture, facilities or equipment without permission.

(6) Installing a high-power electrical appliance without permission.

(7) Pulling ropes to dry clothes in common areas or in a dormitory, etc.

(8) Raising a pet.

(9) Dumping leftovers into sewage and causing jam.

(10) Causing serious waste of public water/electricity consumption.

(11) Other conducts that disturb public order.

2. Conducts that affect security

(1) Use of halogen lamps, heaters, electric blankets or other unauthorized high-power electrical appliances, inferior electrical appliances without 3C certification, decorative strip lamps and

other unsafe electrical appliances.

(2) Using other electrical appliances other than microwave oven and toaster stove to cook dishes, or lighting candles, open flames in the unit.

(3) Storing flammable/exposable objects, including alcohol, gasoline and other dangerous chemicals.

(4) Wiring without permission or modifying the water/electricity meter without permission.

(5) Piling up personal stuff in the hallway, corridor, fire passage, dormitories or common areas.

(6) Smoking (including e-cigarettes) and dropping cigarette butts in Residential College.

(7) Dangerous behaviors like climbing the door/window, attic or railing.

(8) Lending access cards to others.

(9) Bring visitors into Residential College without registration.

(10) Exchanging dormitories with others without permission, occupying other dormitories, lending or sublease dormitories to others.

(11) Installing door locks without permission.

(12) Other behaviors that affect public security.

3. Conducts that disturb others

- (1) Failure to control the sound volume of computer, TV, electronic audio or video devices or talking, laughing, singing loudly late at night.
- (2) Showing no respect to other people's work.
- (3) Discriminating against others.
- (4) Violation of relevant provisions of Housing Contract of Residential College No.2 International Campus Zhejiang University.
- (5) Other behaviors against public safety.

Chapter 9 Off-campus Accommodation Regulation

LV. For personal reasons, students who require off-campus accommodation must be approved before they stay off-campus. When Residential College fails to provide accommodation to International students with scholarship (Accommodation fee covered), or self-funded international students intend to stay off-campus due to personal reasons, they must submit off-campus applications to Residential College, Office of Student Affairs, joint institute for approval, and then complete relevant procedures of off-campus accommodation in accordance with the regulations of Residential College. Students who stay off-campus must finish the residents registration with their passports at local police

station within 24 hours after move-in, and report to both Haining Exit and Entry Administration Department of Public Security Bureau and Residential College to have their accommodation information recorded.

LVI. Application will be open during the enrollment or two weeks before the end of the academic year.

LVII. The students live off-campus should be responsible for personal and property safety. The students must comply with laws and regulations and must not engage in activities endangering national security or in violation of national laws or relevant regulations of public security. The students should be responsible for any personal behaviors.

LVIII. The students live off-campus should stay in touch with the joint institute and Residential College. When addresses are changed, students should inform their parents (guardian), joint institute and Residential College. International students must go through relevant procedures within 24 hours when their registered addresses are changed.

LIX. When the approved period of off-campus accommodation expires, students shall apply accommodation in Residential College and move-in timely. Students who fail to return to Residential College shall be responsible for all relevant

consequences.

Chapter 10 Supplementary Articles

LX. The Regulation takes effect as of the date of release.
Residential College No.2 of International Campus Zhejiang
University reserves the right for the final interpretation.

Residential College No.2
International Campus Zhejiang University
Aug., 2019

Annex I Housing Contract of Residential College No.2

International Campus Zhejiang University

Annex II Visitor Policies of Residential College No.2

International Campus Zhejiang University

Annex III Student Conduct Violation Handling and Appealing

Procedure of Residential College No.2 International Campus

Zhejiang University

Annex I

Housing Contract of Residential College No.2 International Campus Zhejiang University

Party A: Residential College No.2 International Campus Zhejiang University

Party B: (Name) (Student ID) _____

Party A, authorized by International Campus Zhejiang University, agrees to assign one dormitory in Residential College No.2 (hereinafter referred to as Residential College) to Party B. To guarantee both parties' rights and obligations, and build a friendly and supportive learning and living environment, both Party A and Party B, in accordance with relevant policies and regulations, sign the contract with equality and willingness.

1 General Principle

1.1 Housing Contract shall come into effect upon receipt by Party A of a signed contract from Party B (or Party B's guardian if Party B is under 18 years of age). Party A decides the duration of this contract, and that is, during the registered learning period, one academic year since Party B checks in after signing this contract. If Party B checks out before the end of the academic year, this contract shall be automatically terminated.

1.2 Any irresistible external force (which is not under the control of both parties) occurs and obstructs the execution of this contract during the duration, this contract shall be automatically terminated. Both parties shall assume the loss respectively.

1.3 Any new stipulation issued by Party A, International Campus or the nation which is inconsistent with this contract during the duration, the new stipulation prevails.

1.4 This contract contains three pages and it is in duplicate and both parties hold each which has the equal force of law.

2 Occupancy

2.1 All the students enrolled on the International Campus Zhejiang University, who are willing to comply with policies and regulations of Party A, accept the assignment and pay accommodation fee in accordance with the dates specified, can apply for the accommodation Party A assigns to them and occupy at the dates specified.

2.2 Party A may, in its sole discretion, determine that Party B's past behavior is served by acceptance or refusal of application, if Party B checks out but applies again during registration period. Upon approval, Party B must re-sign a contract and accept any accommodation reassigned by Party A.

2.3 Party A offers several options to meet Party B's needs about roommates and personal interests at the application phase and it may, in its sole discretion, accept or refuse the options.

2.4 Party B is not allowed to share his/her accommodation with families or friends at any time.

3 Dormitory changes

3.1 Within the validity of this contract, Party A may, in its sole discretion, make necessary reassignments of space for the reasons including but not limit to housing shortage, re-distribution of dormitories, management, maintenance, alteration of accommodation.

3.2 Party B has the right to apply for changing dormitories, if the living environment has an adverse impact on his/her studying and living and Party A fails to improve the situation after his/her declaration.

3.3 Party B can apply for dormitory change according to policies and regulations of Party A.

3.4 Party A may, in its sole discretion, make reassignments of space for the needs of running and management at the end of each academic year, for Residential students in next academic year.

3.5 During the winter and summer vacation, Party B is required to comply with the uniform accommodation arrangement of Party A. Party B will be required to check out during the summer vacation, except for who have summer learning plan in international campus and also get the permission from their joint institutes. Fees will be charged for those who stay in Residential College during the summer vacation.

3.6 Reasons for accommodation floor or dormitory orientation will not be considered for dormitory changes.

4 Termination

4.1 If Party B ceases to be a registered student as a result of graduation, withdrawal, dismissal, transfer or other departure from campus, such as going aboard, this contract will be terminated automatically and Party B must follow the move-out procedures within the time specified.

4.2 Party B who does need off-campus accommodation for personal reasons, can apply for it at the beginning of each academic year or during the last two weeks of each academic year. With the approval by the joint institute and the Party A, Party B can go through the move-out procedures and off-campus accommodation procedures.

4.3 Party B must move out of dormitory within three days after the move-out procedures are completed, and be responsible for maintaining the dormitory in a clean and orderly condition as original. Three days after Party B moves out, any personal belongings left in the dormitory shall be considered as abandoned property, for which Party A will bear no responsibility.

5 Payments

5.1 Within the validity of this contract, Party B shall pay Zhejiang University the applicable rate for the housing space assigned to him/her. Each academic year has ten months and Party B agrees to be billed for each academic year. During summer vacation, Party A may, in its sole discretion, assemble the students who apply for accommodation during this period to designated dormitory, for which the accommodation fee will be charged accordingly. Party A may, in its sole discretion, revise the accommodation fee in accordance with relevant rules and regulations provided by Price Bureau of Zhejiang Province.

5.2 If Party B ceases to be a registered student as a result of graduation, withdrawal, dismissal, transfer, refund of the paid accommodation fee will be granted for the remaining months (not including the month in which the move-out procedures are completed). If Party B moves out for other reasons, accommodation fee for half an academic year will be charged even if the time is less than half an academic year and that for one academic year will be charged if the time is more than half an academic year but less than one academic year.

5.3 During the registration period of Party B, accommodation fee for half an academic year will be charged even if the time is less than half an academic year and that for one academic year will be charged for the time is more than half an academic year but less than one academic year.

5.4 Party A provides Party B with a range of facilities and equipment.

5.5 Party B enjoys a specified quota of electricity regularly, which is determined or adjusted by Party A. Any extra electricity usage is covered by Party B.

6 The rights and obligations of Party A

6.1 The dormitory assigned by Party A should meet Party B's needs for living and learning. The furniture Party A can supply are standard single bed, cabinet, desk, study chair, etc. All the facilities and furniture should be in good condition.

6.2 Party A shall publish all the housing disciplines, code of student conduct, rules and regulations. Party A shall update and publish relevant information for management.

6.3 Party A shall provide suitable public facilities that matches the dormitories. Party A is responsible for the maintenance and repair of public facilities, the cleaning service for common areas.

6.4 Party A may enter Party B's dormitory during operational working hours for unscheduled inspection without notice, including Party B's cleaning responsibilities, safety, facilities and furniture, etc. Party A reserves the right to supervise and inspect Party B's dormitory.

6.5 Violations of the rules and regulations may result in disciplinary penalty. Party A reserves the right to terminate the contract, in the case of severe violation.

7 The rights and obligations of Party B

7.1 Party B has the right to supervise Party A's operation and management, and offer advice. Party B could require Party A to make corrections if there are any serious impacts on Party B which caused by the fault of Party A.

7.2 Party B must pay the accommodation fee, extra electricity fee and other necessary fees in accordance within the dates specified.

7.3 Party B must comply with all the laws, rules and regulations of Party A, International Campus

and the nation. Activities, like any use of unauthorized electrical appliances, smoking, alcoholism, noise, overnight guests, raising pet which may present potential threats are prohibited.

7.4 Party B must comply with the Visit Policy and be responsible for the actions of his/her guests.

7.5 Party B must protect and properly use the facilities and furniture in both personal and public areas which shall not be removed without Party A's approval. Party B shall be liable for any damages to the property of Residential College. Cost including repairs, cleaning and replacement that are not under the responsibility of the Campus should be paid by Party B.

7.6 Party B promise to properly and safely use the electrical appliances during the dates specified, not to use the illegal electrical appliances and any unsafe electrical appliances that may affect the public safety (The following collectively referred to as illegal electrical appliances), and to consciously obey the fire control safety management regulations (the definition of the illegal electrical appliances: all heating and cooling equipment except air conditioners and electric fans; all the boiling water and electric heating appliances except the direct drinking machine, microwave oven, toaster, water heater and hair dryer; appliances without 3C certification, inferior products or other high-power electrical appliances without approval that endanger public safety)

7.7 Party B shall live in the dormitory arranged by Party A. Party B may not sell, sublease, or reassign this Contract to anyone.

7.8 In consideration of the health and safety of all Residential students, Party B shall report any detail of infectious disease or infectious agent, which may affect people, so that Party A can take emergency measures.

7.9 Party B shall be responsible for maintaining a healthy cultural environment, keep clean in both personal and public areas, respect other Residential students and staff. After using the electrical appliances and furniture of the common area, it should be consciously cleaned and maintained.

8 Safety and Security of Property

8.1 Party B is responsible for the security of his/her own property, and Party B should avoid to store valuables or large amounts of cash in the dormitory. Party A will accept no responsibility for theft, damage, other loss of personal property or personal loss in common areas, but will help in investigation. Party B is strongly encouraged to purchase property insurance through a private insurance carrier licensed by the nation.

8.2 Party B shall protect the scene and call the police, if there is any loss of property.

9 Dispute Resolution

9.1 Any dispute of the contract shall be negotiated and resolved at first by discussion of both parties. If it cannot be resolved, the final mediation will be made by the local court.

9.2 Except the disputable part of this contract, both parties shall continue performing the remainder of this contract during the mediation process.

(Signature page as below)

Party A: Residential College No.2
International Campus Zhejiang University
(STAMP)

Party B: (SIGNATURE)_____

Guardian (SINGANTURE)_____

Date:_____

Date:_____

Annex II

Visitor Policies of Residential College No.2

International Campus Zhejiang University

This method is established in accordance with the *Policies and Regulations of Residential College No.2*, it is to regulate the conducts of the visitors and maintain the public order of Residential College No.2.

1.Visitor registration

(1) Residential students are not allowed to enter the residential areas of opposite-gender. If they need to enter under special situations, they should register at the reception desk and wear visitor's pass. Those who violate the policies or enter without registration and bring potential disturbance to others will be forbidden to enter the residential areas of opposite-gender again once they are found or reported, and will be dealt with according to relevant regulations.

(2) Visitors from off-campus shall present their valid identification card, register at the reception desk , exchange their valid identification card for the visitor's pass, and enter with the accompany of the interviewee. Visitors shall return the

visitor pass immediately before leaving, and register the departure time. Those who refuse to show their identification cards may be rejected to enter Residential College.

2. Visiting hour

- (1) Visits between/among residential students: 9:00-22:00.
- (2) Off-campus visitors are only allowed to visit from 9:00 to 22:00. No overnight visitors are permitted.

3. Visitor's order and discipline

- (1) No visitors are allowed to stay overnight in Residential College.
- (2) During special periods, Residential College reserves the right to restrict the access of visitors from outside, or to require visitors to be allowed only in the lobby.
- (3) Off-campus visitors shall abide by the *Policies and Regulations of Residential College No.2*, not to engage in loud or disturbing conducts, not to use the public facilities in Residential College without permission.

4. The interviewee are solely responsible for the conducts and safety of off-campus visitors. If there are more than three

visitors at the same time, the visits are only allowed in the lobby.

Residential College No.2
International Campus Zhejiang University
Aug., 2019

Annex III

Student Conduct Violation Handling and Appealing Procedure of Residential College No.2 International Campus Zhejiang University

This method is established in accordance with the *Policies and Regulations of Residential College No.2*, it is to regulate the student behaviors and maintain the public order of Residential College No.2.

1 The incidents handling that students violating the regulations of Residential College are classified as verbal warning, written warning, criticism in a circulated notice, probation, disqualification of accommodation from the Residential College, which are specified as follow:

(1) Verbal warning: Students who violate the regulation must stop any further inappropriate behavior, and a verbal warning would be given by the corresponding Counselor and an official record would be issued.

(2) Written Warning: Students who violate the regulations must stop any further inappropriate behavior. The violation would be reported to the joint institutes and put into the Performance of

Residential students' Comprehensive Records. Meanwhile, the involved student would be restricted to the access of all common facilities on the ground floor of Residential College, or be required for a service job in Residential College. The restriction would last as long as one week to one month.

(3) Criticism in a circulated notice: Students who violate the regulation must stop any further inappropriate behavior. The violation behavior would be publicized on the lobby bulletin board (basic information including names, majors, and student IDs would be given out). Also, such incidents would be reported to Office of Student Affairs and joint institutes and put into the Performance of Residential students' Comprehensive Records. Meanwhile, the involved student would be restricted to the access of all common facilities on the ground floor of Residential College, and be required for a service job in Residential College. The punishment would last as long as one month to three months. Moreover, the student would be disqualified for all awards nomination in Residential College at the same year.

(4) Probation (may lead to disqualification of accommodation from Residential College): Students who violate the regulation must stop any further inappropriate behavior. The violation behavior would be publicized on the lobby bulletin board (basic

information including names, majors, and student IDs would be given out). Also, such incidents would be reported to Office of Student Affairs and joint institutes and put into the Performance of Residential students' Comprehensive Records. Also the involved student would be disqualified for all awards nomination in Residential College at the same year. The student would enter probation of six months during which the student would be restricted to the access of all common facilities on the ground floor of Residential College, and be required for a service job in Residential College.

(5) Disqualification of accommodation: If the student in probation shows no intention of repentance or violates the regulations again, Residential College would terminate the provision of accommodation.

2 Students who disagree with the decision on violation handling may file a complaint with Residential College Complaints Handling Working Group within three days from the date of receiving the decision on handling violations. Within three working days from the date of receiving the complaint, Residential College Complaint Handling Working Group shall give feedback on whether the complaint will be dealt or not, and

shall give handling results to the petitioner within ten working days from the date of acceptance.

3 Students who still have objections with the results of the complaint processing may file a written appeal to Office of Student Affairs within three days from the date of receiving the results of the complaint handling.

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