

苏州科技大学外籍教师生活管理条例

Foreign Teachers' Daily Life Management Regulations of Suzhou University of Science and Technology

1、外籍教师入住前，国际合作交流处检查并确保外籍教师公寓内设施配备齐全。入住当天由双方共同清点公寓内设施，确认无误后，由外籍教师在该公寓的物品清单上签字。

Within a certain period before the foreign teacher checks in, staff of International Office will inspect and ensure all facilities in the room are in readiness and good conditions. A detailed list of the articles in the room will be made.

When the foreign teacher checks in, the coordinator of foreign teachers and the foreign teacher jointly check the facilities and furniture in the room as well as their conditions. After confirming, the foreign teacher shall sign on the list of articles in the room.

2、国际合作交流处向外籍教师详细说明公寓内各设施使用的注意事项。

Staff of International Office will explain the detailed precautions for using the facilities one by one.

3、国际合作交流处每月缴清公寓内各项费用，超出200元的费用，应由外籍教师支付。

Staff of International Office will pay for the bills generated in the apartment in a monthly basis and the exceeding use of electricity surpassing

200RMB shall be covered by the foreign teacher him/herself.

4、外籍教师不得损坏家具、电器，不得在墙上乱涂乱画，发现损坏，根据物品清单由外籍教师按价赔偿。

The foreign teacher shall not damage the furniture, electrical appliances, and shall not scribble on the wall. He/she shall be liable to compensate any damage found.

5、外籍教师不得在公寓内养宠物。电动车必须到指定地方充电，不得在公寓内私拉充电线。

The foreign teacher shall not keep pets in the apartment and shall charge his/her e-bike in the designated place. Installing electricity wire from inside the apartment for charging e-bike is not allowed.

6、外籍教师不得留宿他人。确需留宿的，须事先征得国际合作交流处的同意。

The foreign teacher shall not put up other people for a night. If really needing to do it, she or he must obtain the consent of the International Office.

7、外籍教师来华后一个月内，国际合作交流处需为其办妥手续，包括 24 小时内派出所登记、体检（半年以上者）、工作许可证、居留许可。国际合作交流处应对外籍教师全套证件材料复印备案。

Within one month after the foreign teacher arrives in China, the International Office needs to properly complete all procedures, including registration in local police station within 24 hours, physical examination (for the foreign teacher staying for over half a year), work permit certificate, and residence permit. International Office shall copy all set of the foreign teacher's certificates and materials for the record.

Pay attention to the validity period of the foreign teacher's visa and residence permit, and prevent the illegal residence after the validity period.

8、外籍教师不得利用公寓从事违反我国法律和校规的活动，不得

将公寓作为宗教活动的场所。

The foreign teacher shall not use the apartment to engage in any activities violating the national laws or university regulations, or use it as the place for religious activities.

9、外籍教师离任时，国际合作交流处与其共同核对公寓物品的完好状况以及所有费用是否已缴清。外籍教师离任时，退还公寓钥匙。

After the foreign teacher leaves his/her post, staff of International Office will jointly check the list of articles in the room as well as their conditions together with him/her, and whether the electricity bill of the last month has been paid. While leaving his/her post, the foreign teacher must return all keys.

10、国际合作交流处将定期对公寓的安全和卫生进行检查，确保外教的人身安全。

Staff of International Office will check on the security and hygiene conditions of the foreign teachers' apartments on a regular basis to ensure the safety of foreign teachers.

国际合作交流处
港澳台事务办公室

International Office

Office for Hong Kong, Macao and Taiwan Affairs

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