

Community Standards and Procedures

I. Residence Life and Housing Center

RESIDENCE LIFE AND HOUSING CENTER MISSION STATEMENT

Residence Life and Housing Center views residence hall living as vital element of the total educational process. Residence Life and Housing Center provides a multicultural opportunity for students. It's an opportunity for students to gain a variety of personal learning experiences to supplement and enhance their academic development. We devote to helping students meet their needs and potential through varied programmings and effective use of available resources.

IMPORTANT PERSONNEL FOR RESIDENCE LIFE

To better serve residential students, Residence Hall Directors of Student Affairs Office, Housing Specialist, Resident Assistants, Desk Assistants of Asset Management Co.,Ltd all work and live in the residence halls.

Residence Hall Director (RHD)

Residence Hall Director (RHD) is a live-in position and responsible for the student development and daily operation of a residential hall, In addition to supervising the Resident Assistants, RHDs also have the following responsibilities:

- Carry out the mission of Liberal Arts Education in Residential

Hall.

- Cooperate with Student Academic Support Service Center for early identification and intervention of students with academic difficulties.
- Enforce the code of student conduct and adjudicate cases of violations.
- Mediate roommate conflicts and oversee moving-in, moving-out and room change process.
- Assist with general administrative work for student affairs, including scholarships and work-study program.
- Support the counseling service in the residential hall together with the Counselling Center.
- Plan and implement educational programs to establish the living and learning community.

Housing Specialist

Housing Specialist is responsible for room allocation, including accommodation arrangement for freshmen, room selection at the end of spring and Fall semesters, daily check-in, check out and room change, Off-Campus housing approval, assets management and other issues related to student accommodation experience.

Resident Assistant (RA)

Resident Assistant (RA) is an undergraduate student who live in the residence hall to help students with both academic and personal

concerns, build a positive community on their floor and within the residence hall, and facilitate intercultural exchange.

Desk Assistant (DA)

Each residence hall arranges with three DAs to be responsible for residence hall entry and the repairment service of facilities and equipment in the apartment.

CONTACT

24-Hour Emergency Call: +86 577 55870128

Email: reslife@wku.edu.cn

II. Roommates' Bill of Rights

The following Roommates' Bill of Rights is a reminder to each resident of his/her responsibility to his/her roommate. Your enjoyment of life in a residence hall will depend, to a large extent, on the thoughtful consideration that you demonstrate toward each other.

Basic rights of a roommate include:

1. The RIGHT to read and study in one' s room free from undue interference. Unreasonable noise and other distractions inhibit this RIGHT.
2. The RIGHT to sleep without undue disturbance by noise, guest of roommate(s), etc.
3. The RIGHT to expect that a roommate will respect one's personal

belongings.

4. The RIGHT to a clean environment in which to live.
5. The RIGHT to free access to one's room and facilities without pressure from the roommate.
6. The RIGHT to privacy.
7. The RIGHT to host guests (with agreement of your roommate[s]) with the understanding that guests are to respect the rights of the host's roommate(s) and other hall residents.
8. The RIGHT to be free from fear of intimidation and physical or emotional harm.
9. The RIGHT to address grievances.

Your Residence Life staff is available for assistance. Remember, to be a mature adult is to accept responsibility for the welfare of others. Only you can assure that you and your roommate(s) enjoy these rights. The personal growth that can be gained by living in a campus community can be enormously enriching and a realistic ground for the future. Students are encouraged to work out and resolve problems with the help of staff members through mediation or roommate/suitemate contracts, if the need arises. students who violate Roommate Agreement or roommates' rights repeatedly may also be subject to disciplinary action.

III. Community Standards Policy Violations

While the burden of proving that a violation was committed, and where it was committed, always rests with the presenter, once a

violation is proven to have occurred in a resident's room or apartment, any relevant people must then prove that they were not responsible for having committed the violation. This includes any roommates and guests of the resident student.

Each violation has a cumulative effect, and a person's previous violations during the course of the semester, as well as the previous semester, will be considered when sanctions are prescribed. Additional violations that occur while a resident is on probation may be grounds for dormitory transfer or housing contract termination. The university reserves the right to contact parents when students commit violations repeatedly or seriously. Residents who participate in these practices are subject to restitutions, disciplinary action and/or termination of the housing contract:

1. Violations of Residence Life policies and procedures published in the Residence Hall Contract, Community Standards and Procedures, the University Student Handbook, and the University Code of Conduct.
2. Setting or fueling a fire of any size. Possession of highly flammable materials (whether it is opened or not) inside the residence halls, including gasoline, gas can or container (whether containing fuel or empty), gas-powered vehicles, kerosene, fireworks, candles or incense, live Christmas trees, neon signs, and strings of lights.
3. Blocking hallways or walkways in any residence hall area so as to cause a fire hazard. This includes blocking the electrical panels

and propping open entrance or exit doors.

4. A false report of a fire or other emergency, including pulling a fire alarm station when no safety emergency is evident; yelling "fire" or similar as a prank; and misusing or damaging fire safety equipment (i.e., fire extinguishers, sprinkler system, fire pull boxes, smoke detectors, and similar) this may result in termination of the housing contract.
5. Possession, in the presence of, use, attempted use or manufacture of fireworks, explosives, or any substance with the potential to injure others or damage property may result in termination of the housing contract.
6. Possession, in the presence of, attempted use and or use of any weapon, e.g. gun, knife, bat, metal pipe, paintball gun, etc. or the use of any object as a weapon to hurt or maim someone may result in termination of the housing contract.
7. Intentionally or recklessly destroying, damaging or defacing University or others' personal property. Negligent destruction, damage or defacement of University or private property. This includes improperly disposing of trash in or around the residence halls.
8. Intentionally or recklessly causing physical harm, or immediate expectation of physical harm, to any person including verbal threat, assault/battery, and intentionally or recklessly provoking and/or engaging in physical fights.
9. Participating in throwing, dropping, projecting or causing to fall

from a residence hall room or window any object whatsoever whether it may cause physical harm or not, such as basketballs, garbage bags, glass or plastic bottles, keys, etc. This also includes the passing of any items or similar out of a window. The resident may also be charged for clean up if applicable. Violation of this policy may result in termination of the housing contract.

10. Harassing any person in such a way as to seriously or repeatedly interfere with that person's academic pursuits, sleep, and/or other personal pursuits. This includes malicious pranks, prank phone calls, sexual harassment, hate crimes, threats, online harassment, text messaging, and roommate conflicts.
11. Possession, use, sale, distribution, being in the presence of or providing marijuana or any controlled dangerous substance or illegal drug and/or drug paraphernalia. The Residence Life and Housing Center and the University makes no distinction between whether it has or has not been used, or its intended purpose. The Residence Life and Housing Center and the University has a "Zero Tolerance Policy" for drug/narcotic violations and students found in violation will be dealt with severely. Suspicious odors or items relating to drugs/narcotics, may also be subject to disciplinary action.
12. Distribution, sale, possession, or being in the presence of alcoholic beverages or public intoxication. This includes but is not limited to beverages, containers empty or full, kegs, and beer balls.
13. Theft of property or services (credit cards, University

- identification card, etc.); knowingly possessing stolen property, including state property.
14. Breaking into or entering any locked/secured residence hall space, including maintenance closets, utility rooms, residence hall roof, another resident's room/apartment, or any residence hall building.
 15. Providing false information to University officials or police. This includes forgery or unauthorized alteration of Residence Life and Housing Center or University documents; lying in a disciplinary proceeding; lying to a Residence Life and Housing Center staff member so as to substantially interfere with the performance of his or her duties.
 16. Failure or refusal to produce a University/College identification card upon demand by a Security Officer or other official of the University acting in his/her official capacity or officer of the law.
 17. Intentionally, recklessly, or substantially interfering with University officials, including Residence Life and Housing Center officials, in the performance of their duties. This includes failure to comply with staff directives, or preventing staff from conducting their normal duties in handling administrative and disciplinary matters.
 18. Failure to monitor a guest's behavior and adherence to policies and/or procedures, regardless of whether the guest is registered under the resident's name. Residents will also be held responsible for damages caused by their guests.

19. Loan of residence hall space. This includes allowing guests to stay in your room/apartment in your absence for an extended period of time. Additionally, individuals who have not signed a Residence Hall Contract are not permitted to reside in the residence halls or other rooms.
20. Gambling of any kind is not permitted in the University residence halls nor anywhere on campus, or in off-campus residences. Bribery for Residence Life privileges is also forbidden.
21. Violations of conditions of Residence Life and Housing Center Probation, including failure to complete a service project/sanction, failure to pay a fine, or committing a policy violation while on Residence Life and Housing Center Probation.
22. Failure to comply with published security policies and procedures regarding guest visitation and improper sign-in procedures. This also includes attempting to trespass or trespassing. You may not sign in a stranger or allow a stranger to follow you into a residence hall.
23. Noisy or disruptive behavior, including a stereo at high volume, excessive yelling or other types of noise, or violations of established floor/hall quiet hours that interfere with another person's or a group's free exercise of academic or personal pursuits, or the ability to sleep or study.
24. Violation of safety and security policies and procedures, the Residence Hall Contract and/or posted in any of the residence halls. This includes refusing to let staff check bags, refusing to

- sign in during designated times, or propping open doors.
25. Duplicating, misusing, lending or borrowing of room or apartment keys, or WKU ID cards to or from anyone, including roommates/ apartment mates.
 26. Violation of a written agreement with one's roommate or apartment mates.
 27. Tampering with/misuse of University office phones, telephone system, cable system or internet service, access control system or hydropower system.
 28. Unauthorized sales/solicitation activity; use of residence hall space to conduct a private business enterprise, whether legal or illegal. Residents are not permitted to use the apartments or rooms for any commercial purposes whatsoever. Solicitation by residents or guests is forbidden.
 29. No paid parties, advertised parties, or meetings of more than twenty (20) people per apartment/room (as per fire safety code) are allowed in the residence halls.
 30. Unauthorized modification/furnishing of residence hall space that may contribute to a fire hazard or unsafe condition. This includes removing furniture, installation of any air conditioner, ceiling fan, or loft, painting, any personal furniture, the installation of a personal lock or chain, use of materials that damage the surfaces of the room or prevent equipment from working properly. This also includes removing screens, drilling holes, etc.

31. Use of any sports/recreational equipment in any common area in the residence halls, quad area, and/or roadways adjacent to the residence halls. Anything affects residents' living and safety environments. This includes, but is not limited to, football, basketball, lacrosse, hockey, baseball, and any type of skating or cycling.
32. Harboring a pet or stray animal of any kind. Only fish kept in a tank or aquarium are allowed in the residence halls. The tank must not exceed three (3) liters.
33. Prankish behavior of any kind. This includes, but is not limited to, the use of undue force on someone, e.g. grabbing, pushing or shoving, or vandalizing a person's property, or state property.
34. Smoking, of any kind, is prohibited in all residential facilities, including balconies, corridors, courtyards and so on. Smoking is only permitted a minimum of three (3) feet from any facility entrance.
35. Use of abusive or profane language and/or disrespect to University staffs or other students.
36. Removing original furnishings from any apartment/room or placing any outside (non-University or University) furnishings for personal needs.
37. Entering or leaving the building through the windows, roof doors or emergency exits and climbing or scaling the exterior of the building. This may result in termination of the housing contract.
38. Repeated failure of the monthly extermination and inspection

- policies and procedures. This may result in termination of the housing contract.
39. Activating the fire alarm system or the trouble alarm. Failure to evacuate the building during evacuation procedures including fire alarm evacuations. The use of flammable materials and heat producing appliances.
 40. Using computer resources for illegal activities. Criminal and illegal use may include, but is not limited to, obscenity, pornography, threats, harassment, copyright infringement/illegal downloading, defamation, theft, and unauthorized access.
 41. Disorderly conduct – including conduct which interferes with the operation of the University, and/or conduct resulting from drug/narcotic usage and/or alcohol consumption.
 42. Discrimination against any person on the basis of race, color, sex, national origin, ancestry, marital status, age, or sexual orientation, disability or liability for service in the armed forces, religion.
 43. Indecent exposure and/or actions. These include but are not limited to failure to wear shirts or shoes, and/or public exposure of body parts.
 44. Lewd or obscene acts are deemed as public urination, sexual acts or simulated acts performed in public, streaking, surreptitiously taking pictures of another person in a gym, locker room, or restroom, and/or possession or distribution of pornography or any obscene materials as defined by the standard of University community.

IV. Dangerous Practices

Residents who participate in these practices are subject to restitutions, disciplinary action and/or termination of the housing contract.

1. Any blocking or preventing the use of room doors, hallways, exit doors and/or stairwell, etc.
2. Any action that consciously or unconsciously compromises the security of residents.
3. Any construction or modification of the residence hall that may contribute to a fire hazard, physical danger or unsafe condition.
4. Any entering or misusing restricted areas such as roofs, fire escapes, workrooms, first floor or ground floor windows or storage areas.
5. Any use of flammable materials, smoking (cigarettes, cigars, or similar), open flames, candles, incense, lighter, other heat producing materials, devices such as kerosene lamps or devices containing gas.
6. Any use of power tools, saws, etc.
7. Using Microwave ovens or the like inappropriately in an attempt to help further heat the apartment.
8. Any use of roller blades, scooters, balance bikes, bicycles, roller-skates, or motorcycles/motorbikes within the residence halls.
9. Storing overmuch flammable materials (cardboard boxes, express boxes, etc) in a residence hall.

10. Propping open entrance or exit doors.
11. Cooking is prohibited in residence halls, except using ovens in pantries, community kitchens and suits with a kitchen. Leaving food cooking unattended resulting in activation of the fire alarm system or trouble alarm system.
12. Allowing others to follow you into a residence hall through an entrance door.
13. Climbing or scaling the exterior wall of a residence hall.
14. Installing or attaches to the exterior of a residence hall; hanging any objects out of balcony.
15. Altering electrical outlets or circuits in residence hall rooms.
16. Installing ceiling fans or air conditioners.
17. Installing locks or chains on room doors.
18. Installing lofts.
19. Drilling into windowsill surfaces, ceiling, walls, or floor tiles, or puncturing insulation on pipes.
20. Removing screens from windows.
21. Moving wardrobes from their original location.
22. Items stored in the hallway closet must be at least 1 meter from the circuit breaker.
23. Any fire safety violation including hanging items from the room ceiling or fire equipment (sprinkler, smoke detector).
24. Any change or decoration that may damage apartment furniture, walls, etc, or cause fire hazard.

V. Items Prohibited

For the safety of all resident students, the following items are prohibited in the residence halls. These items may be confiscated and disciplinary action will be taken.

1. Drugs/narcotics and/or drug/narcotic paraphernalia.
2. Alcoholic beverages, alcohol containers empty or full, and kegs of beer, "beer balls," or similar that are empty or full.
3. Hookahs, electronic cigarettes, and or other tobacco smoking devices
4. Waterbeds.
5. Pet animals, reptiles (including tortoise, snakes and lizards) and birds.
6. Transmitting equipment/CB radios.
7. Radio and TV masts or aerials (indoor antennas excluded).
8. Live Christmas trees.
9. Firearms, weapons, paintball guns, fireworks, explosives, chemicals, and firecrackers.
10. Dart boards.
11. Unprotected circulating fans.
12. Kerosene lamps and other highly flammable substances (such as gas-containing devices).
13. Neon signs and strings of lights (e.g., Christmas lights).
14. Furniture such as bed, etc., other than those provided by the University.
15. Halogen lamps.

16. Motor vehicles of any kind, including, but not limited to, mopeds, motorcycles, and motorbikes.
17. Possession of candles or incense, including decorative candles.
18. Electrical heat producing appliances (e.g., stoves, George Foreman grills, toaster ovens, hot plates, coffee makers, dryers, heaters, kettles, irons, heating units), except the equipments which are provided by school.
19. Extension cords or outlet adaptors; except for surge protectors.
20. Any cooking equipment, or any other appliances over 500 watts, hair dryers are not included.
21. If any of these items are found in your room it will constitute a violation of the Residence Hall Contract and Agreement and may result in a referral for disciplinary action.

VI. General Policies

COMMUNITY KITCHEN POLICY

Each Community Kitchens is for the use of all residents who resident in the building. Security cameras and smoke alarms are equipped in the public kitchen. Students are allowed to use all appliances within the kitchen according to the posted instructions. Students should use the kitchen safely, healthily, sanitarily and adhere to the following rules:

1. Use electrical equipment correctly and carefully according to the operation manual. Do not take any public property away. Students should report any appliances that do not work to the Desk

Assistant.

2. Kitchen can only be utilized for Non-smoking cooking, such as steaming and boiling. Frying is strictly prohibited in the kitchen.
3. Students should save water/electricity and turn off the power in time after usage. Do not leave the kitchen while you are cooking.
4. Students must clean the kitchen after usage, including rearranging the kitchen utensils, cleaning the table, dumping the kitchen garbage, etc. Do not leave behind personal belongings in the kitchen.
5. Students can either use their own non-electric cooking utensils or borrow utensils from the Desk Assisatnt (Keep the utensils clean before you return).

Any violation will lead to sanction according to the Student Code of Conduct. Residents who live in the suits with a kitchen should also abide by the community kitchen policy.

GAMBLING POLICY

Gambling of any kind is not permitted in the University residence halls or anywhere on campus or in off-campus residences. Bribery for residence life privileges is also forbidden.

GUEST POLICY

Wenzhou-Kean University practice a paperwork-based guest monitoring system now.

Residence Hall Security Procedures for Visitors

For the purposes of the University visitation policy:

A **resident student** is defined as a student who lives in the residence halls at Wenzhou-Kean University.

A **resident host** is defined as a student who is assigned to a residential space in a particular hall and signs in a guest or resident visitor.

A **resident visitor/guest** is defined as a student or non-resident who is not assigned to the room in which the resident host lives. Violations of any desk/security policies and/or procedures will be subject to disciplinary action.

Residence halls will open at 7:00 a.m., and close at 11:00 p.m.

Resident students should enter their residence halls utilizing their ID card. Students who come back later than 11:00 p.m. should contact the Desk Assistant on duty and sign into the residence halls. Campus police will arrange staffs on duty to patrol over the campus in night. Students who come back later than 11:00 p.m. should cooperate with security staffs or Desk Assistant and sign into the residence halls.

Resident visitors from other halls must be signed in to the residence hall by the resident host between the hours of 8:00 a.m. and 10:00 p.m. The resident host is required to present their ID card to the Desk Assistant and register relevant information.

Resident visitors must be escorted by the resident host at all times. The resident host is expected to escort his/her resident visitor upon exiting the residence hall. Resident visitors who are found to be

registering fake information or living illegally in an apartment not assigned to him/her will be subject to disciplinary action, which will also subject their hosts to disciplinary action.

RESIDENCE HALL ENTRY

1. All guests must using ID card enter and exit the building via the front door only. Jumping over the gate is prohibited. Side exits are for emergency use only, and are wired into the fire alarm system. These doors are locked for your protection. Residents permitting persons to enter or leave the building through windows or emergency exits will subject the apartment resident(s) to disciplinary action. The same applies to residents and/or guests found propping open doors and any resident or guest caught entering the apartment in this manner. Repeated offenses may result in dismissal from the residence halls.
2. Any guests outside of campus must present valid ID card and log in personal information. Any resident visitor/guest caught with fake identification will be subject to disciplinary action. The fraudulent identification will be confiscated and turned over to the police.
3. Each resident is permitted a maximum of two (2) guests at any one time. When the guest is ready to leave, he or she must register departure time.
4. All guests must be signed out by 10:00 p.m. Failure to comply with this policy will be considered an overnight guest and result in

disciplinary action by the Residence Life and Housing Center. Residents are responsible for making sure that their guests leave by the designated time period. The host and visitor are all responsible for following the security procedures and the guest policy.

VISITING CHILDREN

Use of the Visiting Children Policy should be with mutual agreement of all roommate(s). In the event the roommate(s) does not consent, students and their child guest may meet in lounges or other common areas.

The following policy is in place for all guests under the age of eighteen (18):

1. Guests under the age of eighteen (18) are permitted to visit before 10:00 p.m. in accordance with the Guest Visitation Policy
2. While visiting, minors must always be under the supervision of the hosting parties. Failure to adequately supervise minor guests may result in termination of housing privileges for a period of not less than one semester.
3. Babysitting is not permitted in any residential facility.
4. All guests must abide by all Wenzhou-Kean University regulations and law of the PRC.

PREGNANCY POLICY

Any resident who is pregnant and wishes to live in a residence hall

must submit a note from her obstetrician to the Health Services Office as soon as possible. The note must be dated and must include:

1. Confirmation that the student is under the care of an obstetrician.
2. Expected date of delivery.
3. Permission from the physician to reside in the residence hall.
4. Any other health problems or complications if applicable.
5. Signature of the obstetrician.

The Director of Residence Life and Housing Center, the Residence Hall Director, and the Resident Assistants need to be advised of the pregnancy should an unexpected medical emergency arise when the Health Services Office is closed.

KEY AND ID CARD POLICY

In Wenzhou-Kean, one ID Card is issued to each resident upon arrival to the residence halls to open the apartment door. Residents can obtain the room key from the Desk Assistant if necessary. The room key must be returned upon termination of the Residence Hall Contract.

The loss of a key or an ID card creates a security problem for the individual apartment/room and building. Under no circumstances can keys or ID cards be loaned or reproduced. The lending of keys or ID cards is a violation of the Violations of Residence Life policies and procedures and will subject the resident to disciplinary action. Should you lose any or all of your room keys, students must report it immediately to the Desk Assistant and make amends. Should you

lose your ID cards, students must report it immediately to the Campus Card Center and make up a new card.

Any student locked out of his or her apartment/room should first attempt to contact a roommate or apartment mate. If he or she is unavailable, the resident may sign-out apartment/room keys through the Desk Assistant. during the hours of 7:00 a.m. to 11:00 p.m. The resident must provide proper identification if a door is to be opened; otherwise the staff member may refuse access. This service is a courtesy performed by the Desk Assistants and should not be abused. Students requiring three or more lockouts during a semester will be referred for disciplinary action in the interest of safety for the community, the lock will be changed and the associated costs will be assessed to the resident.

Students are expected to carry their keys and keep their doors locked at all times. Doors that are left unlocked may also be an invitation to theft or injury. Doors left unlocked will be locked by the Residence Life and Housing Center staff. Repeated failure to lock doors may result in disciplinary action.

OUTDOOR ACTIVITY POLICY

Wenzhou-Kean University residence halls provide housing accommodations for students for the main purpose of facilitating academic learning. A quiet and healthy living environment is required for effective study. Often residents, as well as nearby community neighbors, experience unacceptable negative effects

from loud music and/or unruly behavior in the outdoor area or sports playing in the quad walkways. It is expected that the University should provide a reasonably quiet and safe study environment for the residents.

To control high volume and unruly behavior in the residence hall outdoor areas during the academic year, no one will be permitted to play outdoor games, specifically football, baseball, lacrosse or field hockey, in the residence hall quad or on any roads and/or pathways adjacent to any residential facilities. These sports may be played in the University recreational facilities, athletic fields. Any other sports such as Frisbee, jump rope, etc., will be allowed at the discretion of the Residence Life and Housing Center staff. In order to ensure student safety and security within the residence hall community area, no one will be permitted to gather and remain in the Residence Hall Courtyard areas during quiet hours. When individuals are found creating high volumes and/or engaging in unruly behavior in the outdoor area in quiet hours, they will be subject to disciplinary action.

COMMON ROOM AND PUBLIC AREA POLICY

1. Common rooms open from 8:00 to 22:00.
2. Any unauthorized movement of possession, transformation or stacking personal properties is not allowed, and there will be a compensation if damage occurs.
3. Please fill-in the Activity Sign-up Sheet at designated RHD

Offices ONE week in advance if throwing activities.

4. Neither talking loudly, nor making unreasonable noise is allowed in the common room.
5. Please keep the room clean and tidy, energy-saving, and put away equipment as leaving. No littering or spiting is allowed.
6. Please switch the power off, and close doors and windows when leave.
7. Student should properly use the washer in the laundry room. Unauthorized movement of others' clothes is prohibited. Do not take any public property away.
8. Any means of transportation, including bicycles and skateboards in the residence hall are prohibited. Any dangerous or noisy sports activity in the residence hall is prohibited.
9. Residents should comply with professional staff to conduct their normal duties and follow the opening hours of common rooms.

PAINTING POLICY

The painting of rooms or doors is prohibited in the residence halls.

PACKAGE INSPECTION POLICY

The security staff may request resident students or guests to display items in their bags if there is a suspicion of illegal items such as alcohol entering the residence hall. Students and guests are expected to comply with this directive. A resident or guest who refuses the request will be denied access into the residence hall.

Additionally, the situation will be documented and forwarded to the Residence Life and Housing Center staff.

PARKING POLICY

No cars are allowed to park in the residential community. Bicycles and electrical scooters could be parked in the designated parking areas of residence halls.

PASSING YOUR KEYS OR COUGAR ID CARD

Giving your key and/or ID Card to any person is a violation of policy. The passing of such items will subject the violator to disciplinary action including the possible termination of their Residence Hall Contract. If found passing your key and/or ID card, guest privileges will be forfeited for that evening.

Residents who pass their ID Card to other residents or guests are subject to disciplinary action and possible termination of the Residence Hall Contract.

PET POLICY

In order to provide for the health, safety and welfare of all residential students, the following pet policy has been established.

1. Students are not permitted to have animals on campus except for fish that are contained in a 3 liter tank.
2. Failure to comply with this policy will result in disciplinary action against the owner or keeper of the pet and removal of the animal

within the time stipulated.

POSTING AND ADVERTISING PROCEDURES

Posting of any type of publicity in the residence hall areas is limited to the encased bulletin boards on each floor and Pantry's blackboards as well as elevator bulletin boards (nothing may be hung on individual apartment/room front doors). The encased bulletin boards are available to all University-recognized student groups and campus offices. All postings must be approved and stamped by the Residence Life and Housing Center prior to distribution. The following guidelines and criteria are necessary for approval to post or distribute publicity in the residence halls:

1. No residence hall room numbers or residence hall telephone numbers may be advertised.
2. Discriminatory or derogatory material based on race, ethnic origin, gender, disability, age, religion or sexual orientation will not be accepted or tolerated.
3. There must be no mention of alcohol or sexually explicit material.
4. Graphics should be clear, concise, appropriate, and in accordance with the previously stated items and the description should all be in English.
5. Publicity should be brought to the Residence Life and Housing Center at least 24-hours prior to the requested posting or distribution date for approval.
6. It is the responsibility of the requesting person or group to take the

approved publicity and make the appropriate number of copies needed for posting or distribution in each residence hall (this information is available in the Main Office AFTER the publicity has been approved). Copies must be returned to the Residence Life and Housing Center at least two (2) days prior to the requested posting or distribution date for posting by the Residence Life staff.

7. Publicity must be officially approved and stamped by an Residence Life and Housing Center designee.
8. NO PUBLICITY SHOULD BE POSTED ANYWHERE OTHER THAN IN THE DESIGNATED AREAS IN EACH RESIDENCE HALL.
NOTHING SHOULD BE SLID UNDER ROOM/APARTMENT DOORS OR POSTED ON THE FRONT DOORS OF ANY BUILDING.
9. Don't share your address, phone number and any other personal information online.
10. Within 2 weeks after the end of the event, the person in charge of the event must remove the expired posting and dispose of it. If a group or organization is found to have repeatedly disregarded this policy, their material may be banned from posting. All material that does not comply with the above regulations will be immediately removed.

QUIET HOURS POLICY

The following hours have been established as quiet hours in all residence halls so that an atmosphere conducive to studying and sleeping can be maintained. 24-hour quiet hours will be in effect for the final exam period. It is expected that consideration for others will be exercised at all times.

- **Quiet Hours:** Every day - 11:00 p.m. - 8:00 a.m.

Some students have different class schedules and different work hours. They may work late into the night and need to rest during the daytime. If a neighbor is resting or studying, keep the volume level down. If any resident requests that the volume level in a room or apartment be lowered, residents are requested to comply regardless of whether it is during quiet hours or not, as 24-hour courtesy hours are always in effect. Noncompliance may result in disciplinary action.

The residential complex is an experience in community living, and as such, individual students must be aware of the ways in which their behavior affects others. This is particularly true of high volumes and other disturbances. It is expected that after 11:00 p.m. residents lower the volume of any stereo or television equipment so that it is not discernible. Loud music from stereo speakers, radios, and the like heard outside a resident's room or apartment, indoors or out, is strictly prohibited.

SMOKING POLICY

Smoking is prohibited in all locations within the residential facilities,

including balconies, toilets, etc.

This policy includes the smoking of all devices including “smokeless” cigarettes and other similar devices. Any individuals wanting to smoke in the residential area are required to adhere to these guidelines. It is the responsibility of all members of the residential community and their guests to comply with this policy.

SOLICITATION POLICY

State property or facilities may not be used for personal profit, sale, and/or solicitation. This includes, but is not limited to, the commercialization of rooms, the use of apartment(s) or traditional residence hall rooms for gambling or to solicit students as patrons for private businesses. This also includes door-to-door distribution of business flyers, such as menus and discount coupons. All outside businesses must bring materials for distribution to the Residence Life and Housing Center for approval and distribution. Following approval, all items will be distributed to the building community centers. The Residence Life and Housing Center reserves the right to restrict the distribution of inappropriate materials.

TRASH AND RECYCLING POLICY

Students should take trash to the community dustbins placed outside the residence halls. A conduct hearing may be implemented for either lack of compliance with recycling, removing large bins from trash rooms, leaving trash outside of your room in hallways,

common rooms or pantries.

ROOM ASSIGNMENT POLICY

Accommodation arrangement is based on the actual situation of university. Vacant beds are university property. Student Affairs Office will carry on resource integration to empty bed when needed. Moving to another room or residence hall without authorization, occupying residence hall space assigned to another resident (including empty beds and cabinets) or reject resource integration are prohibited and may subject to disciplinary action.

Students who do not follow all the rules of Roommate Agreement and Residence Hall Contract will be subject to disciplinary action or asked to move to another room. If students change rooms repeatedly because of roommate conflicts, they will be transferred to the Counseling Center or considered as not suitable to live in the community.

Residents could apply for room re-assignment at the last two weeks of Spring and/or Fall semester to the Residence Life and Housing Center. The application should only be approved after the acceptance of Residence Life and Housing Center. Residents who do not empty his/her original rooms within the time limitation will be regarded as giving up the room re-assignment. Students who give up the room re-assignment after approval due to personal reasons will be restricted by any accommodation changing in the following two semesters.

ASK FOR LEAVE AND OFF-CAMPUS HOUSING POLICY

1. Students should ask their professors for leave first, and then apply for off-campus and back to campus through ONCE system,.
2. Student who asks for leaves should keep reachable; roommates of his/her should keep in touch with this student. Student is regarded as Lost of Contact when he/she spends night out without telling others and unreachable, or he/she doesn't come back to the campus on time as his/her report of leaving and unreachable, Residence Life and Housing Center should be informed immediately.
3. Junior or Senior students could apply to Residence Life and Housing Center if he/she wants to live off campus under special circumstances. Students should submit relevant forms and get approval from Living Off Campus Approval Committee and their parents. Living off campus without permission will be subject to disciplinary action.
4. Student who terminates campus residence should put on records to Residence Life and Housing Center within five working days. Property, electricity and water fees will be settled by Assets Management Department accordingly. Students who have dropped out the campus residence have to move out personal properties as soon as possible. Any personal belongings will be disposed of as castoff or items without an owner after three working days.

5. Student who has been professionally assessed as not eligible to live on campus residence because of healthy issues (exp. Pregnancy, physical sickness, infectious disease, and mental sickness, do not register for courses) must live off campus.
6. Students should leave campus by the time specified before vacations. The University reserves the right to make room/apartment assignments and re-assignments in any case, the resident shall cooperate with university to make adjustment.
7. Students who stay in residence area of other universities must obey the policies of both sides.
8. Students who lives off-campus without application will receive necessary attention and sanctions from Residence Life and Housing Center. Students are expected to abide by the Wenzhou Kean University Regulations on the Students' Access to the Campus at Night. Failure to comply with the regulation will subject to disciplinary action.

ROOM HEALTH AND SAFETY INSPECTION POLICY

The mandatory suite/room inspection is established for the purpose of maintaining a living area that is clean, healthy and safe. It is important not only to maintain a pleasant living and study environment for you but also an essential measure to keep pests away and identify maintenance issues and faults so that they can be rectified.

Residence Life and Housing Center will schedule and conduct

regular inspections. Inspectors are Resident Assistants (RAs), Residence Hall Directors (RHDs) and so on. There will also be formal unannounced health and safety random inspections conducted by RAs and RHDs irregularly. Rooms failed inspection may be inspected more frequently. Inspection will be mostly conducted with high possibility that there are residents in rooms. But if there is no responses after the inspectors knock the door, the inspectors will enter your room to conduct inspection.

1. Students should keep the room clean and tidy, and schedule the cleaning plan according to the Roommate Agreement.
2. Students should take daily indoor waste materials to the garbage room. Laying the garbage on the corridor, public areas or perpetually inside the room is prohibited.
3. Unauthorized modifying of the dormitory layout, indoor furniture, facilities, water, circuit, network system, etc. is strictly prohibited.
4. Students should comply with professional staffs to conduct compulsory, regular sanitation inspection. Intentionally refusing, interfering, misleading the university officials to conduct their normal duties is prohibited.
5. The regulations of scholarship/award/prize and leadership program of the University will also be subjected to Student Code of Conduct. The performance in the residence halls will be documented and residents may lose eligibility of scholarships application and student programs.
6. Any violation of Student Code of Conduct will invoke the process

of disciplinary investigation, and liable students will receive sanctions or even lose eligibility of living on campus.

VII. Community Standards Process and Procedures

DISCIPLINARY PHILOSOPHY

The Residence Life and Housing Center strongly is dedicated to the personal growth and education of Wenzhou-Kean University students. The primary reason a disciplinary system exists is to help resident students realize that groups of people living together need policies; not to restrict, but rather to maximize personal freedom and to make life generally more pleasant.

We strongly believe that every experience in a student's life can be educational. A student's education at the University is not limited to an expansion of his or her academic knowledge, but should include the development of an appropriate moral and ethical code that allows him or her to function properly in society. Furthermore, a student's education should include an awareness of his or her responsibilities to others and how he or she is cognizant of his or her status as a member of a social group and how to live within the rules necessary for proper functioning of that and other groups in society. In essence, the goal of student discipline is education. It is intended to serve this purpose by identifying socially unacceptable behavior and to ensure that the student adapts to the norms of the University community while simultaneously providing for the needs of the individual

student. Of course, to impress upon the student the inappropriateness of his or her past behavior and the need for appropriate behavioral change, punitive action may be necessary. As a last resort, suspension or dismissal may also become necessary in certain cases. This may be the case when the student's conduct is either a flagrant violation of his or her fundamental responsibilities as a student, or presents a serious detriment to the welfare of the University community, or is of a continuing and intentional nature indicative of the improbability of the student's willingness to make the necessary behavioral modification.

Such an approach is not designed to impose rigid standards for acceptable behavior, but to give consideration to individual differences in each case. Action is taken only after careful exploration of the motivation of the student, as well as of the circumstances surrounding the situation. Any atypical incident, whether major or minor, that involves students will be treated individually in terms of unique problems for the student and the University community. This point of view presupposes that actions taken in apparently similar cases may not always appear to be consistent. Consistency is determined in this situation by the concept of individual solutions to problems; that education is more personally valuable if it is tailored to particular situations in which individual interests may be overlooked.

Therefore, prevention and re-education are the two basic functions of discipline. Prevention necessitates an awareness of potential areas of

trouble and a concern with helping students before they get into difficulty. Re-education involves assisting the student to reorient and redirect himself or herself constructively with respect to his or her social, personal and ethical development.

The Residence Life and Housing Center disciplinary structure is designed to outline the procedures used in the residential area and to clarify the expectations we hold concerning student behavior on campus.

RESIDENCE LIFE AND HOUSING CENTER SANCTIONS

Violations of Residence Life and Housing Center policies and/or procedures may result in a resident having to face a range of administrative sanctions. The sanctions include, but are not limited to:

- 1. Written Warning** – further violation in residential community, no matter it is for Room Inspection, keeping pets, using high-power electrical appliances, etc., will result in higher disciplines, and lose eligibility for scholarships application and leaderships in student programs.
- 2. Letter of Reprimand** – further violations may result in additional disciplinary action. The student is expected to familiarize themselves with the WKU STUDENT HANDBOOK.
- 3. Probation** – probation is a serious sanction and is deemed as the final warning. Further violations of any Residence Life and Housing Center policies and/or procedures may be grounds for

termination of a resident student's Residence Hall Contract. Probation may be imposed for one year or above, but not limited to, depending upon the severity of the violation.

4. Residence Hall Contract Termination – dormitory transfer or termination of the Residence Hall Contract will be imposed as a result of a progression of sanctions, or immediately, depending upon the violation. The processes are as follows:

- Resident is notified that their Residence Hall Contract has been terminated and they must vacate their current space within 7 days. The new dormitory is stated in the Dormitory Transfer Decision Letter and resident must complete the procedure of dormitory transfer within 7 days.
- The period of termination is stated in the Decision Letter and students may reapply for housing at the termination of their housing suspension and/or completion of sanctions. Assignments will be made if space is available.

5. Other remedies and sanctions listed in the WKU STUDENT HANDBOOK.

RESIDENCE LIFE AND HOUSING CENTER SANCTIONS (SUPPLEMENTAL)

Alternative sanctions may be educational in nature so as to assist the students in fostering more of their own personal growth and development as well as to enhance the community at large. Some common alternative sanctions are as follows:

- 1. Alcohol Education Class ("Choices"):** this class addresses issues surrounding the use of alcohol and its effects on the body as well as the community. The class is supervised by the Counseling Center. Students mandated to attend will receive written notification of dates, times, and locations.
- 2. Drugs/Narcotics Education Class ("Alternatives"):** this class addresses issues surrounding the use/abuse of drugs and/or narcotics and their effects on the body as well as the community. Students mandated to attend will receive written notification of dates, times, and locations.
- 3. Community Service/Educational Projects:** are assigned in addition to, or in lieu of, a specified sanction. Such service and/or projects may be completed under the supervision of Residence Life and Housing Center personnel.
- 4. Fines/Restitution:** fines for violated policies and/or procedures or restitution of damage to property.
- 5. Reflection Paper:** should be handwritten and with given word number. Students should reflect on their behaviors and submit the paper within stipulated time.
- 6. Regular Interview/Inspection:** students should have regular conversations with designated staffs and be inspected regularly. Please be aware that failure to complete a supplemental sanction may result in further disciplinary action.

Regulations on the Students' Access to the Campus at Night

To further strengthen the safety management, ensure the safety of students and maintain the campus's normal teaching, work and life order, combining with the actual situation of the University , the Regulations on the Students' Access to the Campus at Night are hereby formulated in accordance with Provisions on the Management of Campus Order in Higher Education Institutions, Notice on the Prohibition of Alcoholism for Students in Higher Education Institutions issued by State Education Commission of the PRC, as well as Opinions on Further Creating a Safe Campus in Higher Education Institutions issued by Education Department, Public Security Bureau, Safety Department of Zhejiang Province.

I. Any student who enters or leaves the campus from 0:00 am-6:00 am must show the valid identity card and strictly follow the established registration and inspection procedure.

II. Students are not permitted to leave the campus with no reasons from 0:00 am-6:00 am. Students with sound reasons are required to submit applications 24 hours in advance and get approved if they will leave campus during this period. Students in healthy emergency circumstances not able to apply in advance are required to report the situation immediately to the on-duty staff of Health Center.

III. Students are required to return to the campus before 0:00 am,

except for the ones with the approval. Returning to the campus between 0:00 am and 6:00 am is considered the act of late return, while returning after 6:00 am is considered the act of staying out all night.

IV. Any student who leaves or enters the campus after 0:00 am before 6:00 am without the approval will be found responsible for violating the rules. Students will be given Written Warning, parental notification and required to attend health and safety classes once the act of late return has reached three times within half an academic year.. Violations more than three times will result in further sanctions, which will be decided by the Office of Community Standards and Student Conduct based on the Student Code of Conduct. Students will be given Written Warning, parental notification and required to attend health and safety classes once they have been found in the act of staying out all night for the first time. More than twice will result in further sanctions, which will be decided by the Office of Community Standards and Student Conduct based on the Code.

V. Alcoholism is strictly forbidden for students in the university. Students who are found getting drunk should go to hospital for treatment. Intoxicated students refuse to cooperate with the staff or obstructed the staff while he/she performs his/her duties, appropriate proceedings toward the intoxicated students will be initiated by the staff of the Office of Community Standards and Student Conduct under the Code.

Wenzhou-Kean University is committed to providing a safe campus environment for all members. Students are expected to abide by the regulations above and jointly maintain campus safety.

公寓管理规定

第一章 住宿生活中心简介

1. 住宿生活中心服务宗旨

温州肯恩大学学生事务部住宿生活中心致力于打造一个安全、设施良好的学习型生活社区（书院），住宿生活中心认为住宿生活是整个大学教育过程的重要组成部分，能够为学生提供接触多元文化，获得各种个人学习经历的机会，可以补充和促进他们的学业发展。住宿生活中心将通过举办类型多样的活动及引导学生有效利用现有资源，促进学生最大程度地取得学业上的成功并实现个人目标。

2. 住宿生活中心工作团队

(1) 书院导师 (Residence Hall Director)

书院导师，即 RHD，主要负责全体住宿生的服务引导支持和书院的日常管理。指导书院的导生团队开展博雅教育活动；配合学生学术支持服务中心对学业困难学生进行关注；制定并实施学生行为规范，并按照规定对违纪学生进行处分教育；配合资助办公室开展奖学金以及勤工助学项目；调解寝室纠纷，办理寝室变动等。

(2) 住宿服务专员 (Housing Specialist)

住宿服务专员主要负责学生寝室安排包括新生选寝、期末换寝、毕业生退宿等，还负责对接后勤、物业等部门处理学生寝室设施设备问题。

(3) 书院导生 (Resident Assistant)

书院导生，即 RA，一般由优秀学生担任，致力于帮助大一新生迅速过渡到大学生活，同时为在校生提供学术支持和个体关注，从而完成大学到社会的过渡，RA 的工作内容包含每月安全卫生检查、居民谈心谈话、协调寝室矛盾、召开楼层会议，举办公寓文化活动等。

(4) 宿管 (Desk Assistant)

各个公寓楼栋均安排了三位置宿管，负责公寓内各类设施设备报修、进出管理等。

3. 联系方式

住宿生活中心 24 小时紧急联系电话：55870128 住宿生活中心邮箱：reslife@wku.edu.cn

第二章 室友权利

以下室友权利规定旨在提醒学生对其室友的责任。学生住宿生活是否和谐，很大程度上取决于室友间的相互理解与体谅。室友基本权利包括：

1. 在自己的房间阅读和学习而不受不正当干扰的权利。不合理的噪音和其他干扰视为侵犯了室友的该项权利。

2. 睡眠时免于噪音、室友访客等因素造成的不正当干扰的权利。

3. 个人私有财产受到尊重的权利。

4. 公寓环境干净、整洁的权利。

5. 不受室友影响下，自由进出自己的房间和使用设施的权利。

6. 个人隐私权。

7. 在征得室友同意的前提下，接待访客的权利。访客应尊重其拜访的寝室室友和其他学生的权利。

8. 免受恐吓、生理或心理伤害的权利。

9. 申诉的权利。

住宿生活中心职员乐于提供帮助。我们倡导，成熟的成年人要对他人的利益负责。只有学生本身可以保证自身和室友享受这些权利。校园住宿生活可以极大地促进个人成长，为学生的未来提供现实基础。我们鼓励学生独立地或在住宿生活中心职员的帮助下，通过调解或者室友协议解决问题。违反《室友协议》或侵犯室友权利的学生将可能受到纪律处分。

第三章 公寓违纪行为

报告违纪者有责任证明违纪行为发生并提供相关依据。如果证明在寝室或公寓内有违纪行为，被发现违纪行为时的相关人员将会被要求证明其不承担违规责任，这包括学生的室友及访客。

违纪行为具有累计效应，被指控学生以前的违纪行为将作为决定处罚的考虑因素之一。留校察看的学生再次违纪，可能会被要求更换寝室或导致《住宿合同》终止。当学生屡次或严重违纪时，学校保留通知其家长或监护人的权利。

有以下行为的学生将被要求进行赔偿、被认定违纪或暂停住宿资格：

1. 违反《住宿合同》、《公寓管理规定》、《学生手册》、《学生行为规范》中的政策及流程。

2. 引起火灾或加剧火势。在公寓内携带或存放易燃物品

(无论拆封与否), 包括汽油、一切装汽油的容器 (无论装有汽油与否)、汽油驱动的交通工具、煤油、烟花、蜡烛或香火、树木 (如圣诞树)、霓虹灯、灯串等。

3. 封闭、堵塞走廊、过道进而造成火灾隐患, 包括遮挡通道的电子门禁系统、堵塞安全出口、公共区域出入口等。

4. 虚假报告火灾或其他紧急事件, 包括在非明显紧急情况下拉响火灾警报、谎报火警的恶作剧、不恰当使用或者破坏消防安全设备 (灭火器、自动喷水灭火系统、火灾报警器、烟雾探测器等), 可能导致《住宿合同》终止。

5. 制造、持有、使用烟火、爆炸物以及其他一切可能伤害他人或引起重大破坏的物品, 可能导致《住宿合同》终止。

6. 持有或使用任何武器, 包括但不限于枪支、刀具、棍棒、金属管、彩弹枪等, 以及其他一切可能伤害他人的物品, 可能导致《住宿合同》终止。

7. 故意破坏、损坏学校或他人财产, 或因疏忽造成学校或个人财产损失, 包括在公寓内或周边不恰当处理垃圾。

8. 故意造成身体伤害, 或意图伤害他人, 包括言语威胁、攻击他人、故意引发或者参与肢体冲突等。

9. 从公寓内向窗外或门外抛掷、丢掷物品, 或造成物品跌落、将物品传递置于窗外, 这包括篮球、垃圾袋、玻璃、塑料瓶、钥匙等无论是否会造成身体伤害的物品。学生可能需要为此支付清洁费用。违反该规定将可能导致《住宿合同》终止。

10. 通过严重或反复影响他人学业、休息或其他个人生活等方式骚扰他人, 包括恶作剧、恶作剧电话、性骚扰、仇恨犯罪、

恐吓、网络骚扰、短信以及室友冲突。

11. 持有、使用、售卖、分发及提供大麻、其他受管制的危险物品、违禁药物、毒品或吸毒工具。无论使用与否及其具体用途，学校和住宿生活中心对毒品等麻醉品持“零容忍”态度，一经发现，将严肃处理。有与毒品等麻醉品有关的可疑气味或物品，也可能被认定为违规行为。

12. 分发、售卖、存有、饮用酒精类饮品或在校园公共场合醉酒，包括但不限于酒精性饮料、装酒容器、酒桶等。

13. 盗窃财产或盗用服务（信用卡、校园卡等），故意占有失窃物品或国有资产。

14. 闯入或未经授权进入任何封闭的或是受保护的公寓空间，包括后勤房间、公共空间、公寓楼屋顶、其他学生房间和其他公寓楼。

15. 向学校职员、警察提供虚假信息，包括伪造和未经授权擅自改变学校或住宿生活中心的文件、在违规行为处理流程中刻意谎报、以欺骗的方式阻碍住宿生活中心职员行使其职责。

16. 当被学校安保人员、拥有授权的学校职员或其他执法人员要求时，拒绝或未能出示校园卡等有效身份证件。

17. 故意、不计后果或是严重干扰住宿生活中心职员及其他学校工作人员开展工作，包括不配合工作人员指令、阻碍工作人员开展行政、纪律管理等正常工作。

18. 未能有效监督访客并确保访客遵守学校的各项制度与规定，无论访客是否主动登记在对应学生名下，学生需要对其访客造成的损失承担责任。

19. 将寝室空间借给他人使用。包括在本人长时间离开时允

许访客逗留寝室。禁止未签订《住宿合同》的人员在公寓楼内或非本人寝室内住宿。

20. 校园内、公寓内、校外住宿区内，禁止任何形式的赌博及为换取住宿特权的贿赂。

21. 留校察看期间违规，包括未能履行附加处罚、未能及时缴纳赔偿金或罚款、或有违纪行为。

22. 接待访客时未能遵守安全规定和程序，或是访客未经登记，这包括访客尝试闯入和闯入公寓的行为。禁止帮助陌生访客登记或让其跟随进入公寓楼内。

23. 制造噪音或干扰性行为，包括高音量的立体音响、不正常的大声叫喊或其他类型的噪音，或在规定的公寓“安静时间”内干扰他人学习、生活及休息。

24. 违反安全规定和流程、《住宿合同》或公寓通告，包括故意拒绝学校职员检查包裹、拒绝在指定时间内登记进入公寓或是堵塞出入口。

25. 向他人出借、借用房间钥匙、校园卡，擅自配钥匙、复制校园卡，不当使用钥匙或校园卡。

26. 不遵守室友共同协商签订的《室友协议》。

27. 篡改、误用学校办公电话、电话系统、有线电视系统、互联网设备、门禁系统、水电系统。

28. 学生和访客在公寓内开展任何性质的且未经授权的商业活动。

29. 在公寓楼内举办收费性质的或宣传性质的派对，或在寝室内召开二十人以上的会议。

30. 未经允许私自改变公寓空间，并带来一定的消防隐患、

安全隐患，包括但不限于移动室内家具、安装空调、吊扇、阁楼，涂鸦，添置个人大件家具，加装私人用途锁链，私拉电线，使用可能改建房间外观或者阻碍设备正常运行的物品，移除纱窗、钻孔等。

31. 在公寓公共空间、院落内及临近公寓的道路上，使用影响他人正常生活作息或有安全隐患的运动器材或娱乐设备，包括但不限于足球、篮球、曲棍球、冰球、棒球、滑冰、自行车骑行活动。

32. 在寝室饲养宠物或任何种类动物，除养在鱼缸的鱼以外。鱼缸容量必须不大于 3 升。

33. 恶作剧行为，包括但不限于对他人使用暴力（抓、推等）、破坏他人财产或公共财产。

34. 在公寓楼内抽烟，包含阳台、走廊、庭院等。

35. 辱骂、谩骂、不尊重学校职员或其他学生。

36. 私自移动学校公共空间资产至寝室用于私人使用。

37. 通过窗户、屋顶或紧急出口进出公寓楼，或攀爬公寓外部。这可能导致《住宿合同》终止。

38. 多次在每月安全卫生检查中不合格。这可能导致《住宿合同》终止。

39. 触发消防报警系统或是其他报警铃。在消防警报响起后逗留，未能及时按疏散流程撤出公寓楼。在公寓内的楼梯平台、开放空间使用易燃物品和制热设备。

40. 运用计算机资源从事非法活动。犯罪和非法使用包括但不限于淫秽、色情作品、威胁、骚扰、盗版、非法下载、诽谤、盗窃和未经授权的访问。

41. 扰乱社会治安的行为，包括阻碍学校正常运行的行为及因使用毒品、麻醉品及饮用酒精制品等产生的行为。

42. 种族、肤色、性别、国籍、血统、婚姻状况、年龄、性取向、残疾、服兵役、宗教等方面的歧视。

43. 不恰当的暴露身体的行为包括但不限于未能在公众场合穿着上衣、鞋子或暴露身体的某些部位。

44. 色情、淫秽行为，在公众场合进行排尿、性行为或模仿这些行为，裸奔，在健身房、更衣室、厕所等偷拍他人照片，存有或传播淫秽色情制品。

第四章 危险行为

有以下行为的学生会被要求进行赔偿、被认定违纪或暂停住宿资格：

1. 封闭、堵塞房间门、走廊、进出口、楼梯间等。
2. 一切有意的或无意的危害其他学生安全的行为。
3. 改造或装修学生公寓，可能造成消防隐患、身体伤害、安全隐患等行为。
4. 闯入或不当使用屋顶、逃生通道、工作间、一楼和地下室的窗户、储存空间等受限制区域。
5. 抽烟（香烟、雪茄或类似物品），使用易燃材料、明火、蜡烛、香火、打火机、含有汽油的装置等其他制热物品和设备。
6. 使用锯子及电动工具等。
7. 房间内私自使用或不当使用微波炉或类似的设备，意图进一步使公寓制热。
8. 在公寓内使用轮滑、滑板车、平衡车、自行车、旱冰鞋、

电动车或摩托车等。

9. 将纸箱、快递盒等易燃物品大量堆放在公寓楼。

10. 堵塞公共出入口大门。

11. 公寓内禁止任何烹饪行为，除使用茶水间、公共厨房、带厨房的宿舍的设备外。在烹煮食物时，疏于看管，触发消防报警系统或是其他报警铃。

12. 允许他人尾随通过入口大门进入公寓楼。

13. 攀爬公寓楼外墙。

14. 安装依附于公寓楼外墙的硬件，或将物品悬挂在阳台外侧。

15. 改变公寓楼内的插座或是电路。

16. 安装吊扇、空调。

17. 在房间门上安装锁链。

18. 安装阁楼。

19. 在窗台表面、天花板、墙面、地砖上钻孔，刺穿水管。

20. 移除窗户的纱窗。

21. 变更衣柜等家具原始位置。

22. 储存在过道壁橱里的物品必须至少和断路器保持 1 米的距离。

23. 违反消防安全规定，在房间天花板或消防设施（洒水喷头，烟雾探测器）上悬挂物品等。

24. 对寝室墙面或家具进行可能造成破坏或影响消防安全的装饰、改造等。

第五章 违禁物品

为了全体学生的安全，公寓内的以下物品为违禁物品。这些物品可能会被没收，责任学生会受到违纪处理。

1. 毒品、麻醉品，吸毒工具。
2. 酒精性饮料、不论装酒与否的装酒容器、啤酒桶，或类似的不论装酒与否的物品。
3. 水烟、电子烟或其他吸烟装置。
4. 水床。
5. 宠物动物（3升以下小型鱼缸中的鱼除外）、爬行动物（包括乌龟、蛇、蜥蜴等）和鸟类。
6. 发射设备、CB无线电。
7. 广播和电视杆或天线(不包括室内天线)。
8. 树木（如圣诞树）。
9. 枪支、武器、彩弹枪、烟花、火药、化学品和鞭炮。
10. 飞镖板。
11. 没有保护措施转叶扇。
12. 煤油灯和其他高度易燃的物品(如含气体装置)。
13. 霓虹标志和灯线(如：圣诞灯)。
14. 非学校提供的家具（如：床）。
15. 卤素灯。
16. 任何种类的机动车，包括但不限于助动车、电动车和摩托车。
17. 持有蜡烛、熏香，包括装饰性蜡烛。
18. 可加热电器（如火炉、烤箱、烤面包机、电炉、咖啡机、烘干机、取暖器、烧水壶、熨斗、加热装置等），属学校配备的此类设备除外。

19. 私拉电线或安装插座接头，电源保护装置除外。

20. 任何烹饪设备、500 瓦以上的其他电器（电吹风除外）。

21. 在房间内发现以上违禁物品，会被认定为违反住宿管理规定和合同，可能会导致纪律处分。

第六章 常规制度

第一条 公共厨房使用管理规定

公共厨房对公寓内所有学生开放。厨房内设有监控和烟雾报警器，学生须依据所张贴的指示使用厨房内设备，自觉做到安全、健康、卫生，并遵循以下规定：

1. 爱护并正确使用厨房内所有电器设备，可查阅相关说明书后使用，禁止将公共物品带走。若发现设备故障，请及时至宿管处报修。

2. 厨房设置用于蒸、煮等相对无烟烹饪方式，禁止爆炒煎炸。

3. 节约用水、用电，使用时不可离开，使用完设备后及时关闭。

4. 使用完毕后须规整厨房原貌，包括器具摆放、台面清洁、餐厨垃圾倾倒等，禁止将个人用品留置。

5. 学生可自带炊具（非电器），也可以至宿管处登记借用，借用的炊具归还前须清洁干净。

在公共厨房内的任何违规行为将会根据学生行为规范给予相应处分。居住在配备厨房的宿舍的居民也需要遵守公共厨房的使用管理规定。

第二条 赌博管理规定

禁止学生在住宿生活区或校园内外参与任何形式的赌博，且禁止行贿以获取居住特权。

第三条 访客管理规定

温州肯恩大学目前执行访客进出书面登记制度。

公寓楼访客来访管理流程。

为便于理解学校访客管理规定，现给出以下定义：

被访学生是指在公寓楼内分配有寝室并带入访客的学生。

访客是指未在被访学生寝室住宿的学生或其他不住在公寓楼的人员。

违反此条例者将受到纪律处分。

公寓楼大门开放时间为上午 7 点至晚上 11 点，学生需凭借本人校园卡进出所居住的公寓楼。晚上 11 点后公寓大门关闭，学生需联系夜间值班宿管配合登记后进出公寓楼。

夜间由保卫处安排人员进行值班与巡逻。在晚上 11 点后学生须配合安保人员或宿管进行登记，工作人员开门后才可进入公寓楼。居住在其他楼栋的访客可凭借校园卡登记身份信息后，于上午 8 点后进入公寓楼，并于晚上 10 点前离开。所有被访访客须出示身份证件并登记相关信息。被访学生须时时陪同访客，直至访客离开住宿生活区。登记虚假身份信息、在他人寝室违纪留宿的访客及被访学生将受到纪律处分。

公寓楼进出管理规定

1. 所有人员必须凭借身份证件通过公寓正门进出，禁止跨越闸门。侧门连接了火灾报警系统，仅用于紧急疏散，为保障安全，平日将被关闭。在非紧急情况下，通过窗户或紧急出口进出公寓的学生将收到纪律处分。帮助未经登记的访客开门或

帮助访客通过窗户、紧急出口进出公寓（非紧急情况）的学生及访客都将受到纪律处分。

2. 所有外来访客须出示有效身份证件并登记。一经发现访客身份信息作假，将受到纪律处分。虚假身份证件将被没收并移交警方。

3. 每位学生每次至多允许带领 2 位访客进入公寓。在访客离开时，须登记离开时间。

4. 所有访客须在晚上 10 点前离开公寓。违纪者将被视为留宿访客并将受到住宿生活中心的纪律处分。学生有责任确保其访客在规定时间内离开公寓。学生及访客须遵循访客条例，并配合后续安保程序。

未成年访客管理规定

未成年探访应当经过所有室友的同意，若室友不允许，学生应当与未成年访客在大厅或公共空间会面。

以下条款适用于所有年龄低于十八岁的访客：

1. 年龄低于十八岁的访客应当依据访客管理规定在晚上 10 点前离开公寓。

2. 在会面时，学生须时时监管未成年访客，监管不善者将被暂停住宿资格至少一学期。

3. 不得在公寓楼内从事临时照看孩子的工作。

4. 所有访客均须遵守温州肯恩大学各项规章制度及中华人民共和国的所有法规法纪。

第四条 孕期管理规定

所有怀孕且需在住宿生活区住宿的学生须即刻向医务室递交来自其妇产科医生的说明，说明需标注日期并包含以下内容：

1. 保证学生有妇产科医生照看。
2. 预产期。
3. 医生开具的允许在寝室居住的证明。
4. 所有健康问题及可能出现的并发症。
5. 妇产科医生签名。

住宿生活中心职员、书院导师、书院导生应当被告知孕妇紧急情况处理办法，以防孕妇在医务室关闭期间出现紧急事故。

第五条 钥匙及校园卡管理规定

温州肯恩大学在学生入学时每人发放一张校园卡用于开寝室门，有需要寝室卧室钥匙的学生可至宿管处登记领取，学生应当在退宿换寝资产清查时退还钥匙。钥匙或校园卡丢失将会造成公寓安保问题，故禁止在任何情况下转借钥匙和校园卡，或私配钥匙，否则将受到纪律处分。若钥匙丢失须立即上报宿管并进行赔偿。若校园卡丢失需及时至一卡通中心挂失补办。

被锁在房门外的学生应当先联系室友开门，若无法联系到室友，可在上午 7 点至晚上 11 点间联系宿管。学生若需帮助开门或开锁应当提供身份证明，否则将被拒绝开门。此项服务仅由宿管提供，且禁止滥用。一学期多次要求开锁的学生将被认为涉嫌危及住宿生活区安全，门锁将被更换且该学生须承担相关费用。学生应当随身携带钥匙，校园卡并随手关门。不关房门易造成偷窃或受伤事件，住宿生活中心职员若发现未关门的寝室，将会代为关门。多次未锁门将受到纪律处分或罚款。

第六条 室外活动管理规定

温州肯恩大学致力于营造安全、安静、健康、利于高效学习的住宿环境。为避免学生受到噪音及室外运动等噪音干扰，

住宿生活区附近任何地方禁止开展户外游戏，尤其是足球、棒球、曲棍球，此类活动可在学校特定运动场地开展，其他如飞盘、跳绳等活动可在住宿生活中心批准后开展。

为确保学生安全，安静时间禁止学生公寓庭院聚集停留。若在安静时间内开展噪音性、违纪活动，将会受到纪律处分。

第七条 公共空间管理规定

1. 公共活动室开放时间为上午 8 点至晚上 10 点。

2. 禁止私自移动、占有、改造活动室内设施、物品，或堆放个人物品，损坏公物需照价赔偿。

3. 如需借用活动室举办活动，请提前一周向书院导师申请。

4. 禁止在活动室内大声喧哗、吵闹及其他影响他人正常生活与学习的行为。

5. 学生应当保持室内环境卫生，禁止随地吐痰和乱丢纸屑、果皮、饮料瓶等废弃物，使用完毕，请自觉整理和打扫。

6. 学生应当在离开前关闭电源及门窗。

7. 学生应当正确使用洗衣房中的洗衣机等设备。禁止私自挪动他人衣物。禁止将洗衣房的脏衣篓等公用物品带走。

8. 禁止在公寓内使用自行车、滑板等任何形式的交通工具。禁止在公寓楼内进行任何危险性、噪音性的体育活动。

9. 学生应当履行其职责与义务，在规定的开放时间内使用公共空间。

第八条 涂鸦管理规定

禁止在住宿生活区房间或房门等地涂鸦。

第九条 箱包查验管理规定

安保人员在怀疑学生或访客携带违禁物品（如酒精）进入

公寓时，有权要求开包查验。学生及访客须配合查验，若拒绝查验则禁止进入公寓，相关记录将送交住宿生活中心。

第十条 停车管理规定

住宿生活区禁止停放机动车。自行车及电瓶车可停放在公寓楼指定停车区域。

第十一条 转借钥匙或校园卡的管理规定

禁止将钥匙或校园卡转借他人，否则将受到纪律处分，且可能被暂停住宿资格。一经发现转借钥匙或校园卡，将被取消当晚访客探望资格。

转借钥匙或校园卡将受到纪律处分。

第十二条 宠物管理规定为了给学生提供更健康、更安全、更舒适的生活环境，现制定以下宠物管理规定：

1. 学生禁止饲养动物，养在小型鱼缸中(小于3升)的鱼类除外。
2. 违反规定私藏或饲养动物的学生将受到纪律处分，并应当在规定时间内将动物带离公寓。

第十三条 海报宣传管理规定

所有海报只能张贴在公寓楼的公告板、茶水间的黑板及电梯中的公告板及规定区域（禁止在公寓或房门张贴或悬挂任何物品）。学校组织的学生组织及学校部门可使用公告板。所有海报在发布或张贴前需经住宿生活中心盖章认证，且需满足以下条例：

1. 禁止刊登任何住宿生活区房间号或电话号码。
2. 禁止任何涉及种族、民族、性别、残疾、年龄、宗教、性取向等贬义或带有歧视性的内容。

3. 禁止涉及酒精或色情的内容。

4. 海报图片应当清晰、简洁、恰当，海报文字须为英文，且符合上述条例的规定。

5. 须至少提前 24 小时向住宿生活中心申请获批海报的张贴或分发的时间。

6. 申请人或小组张贴海报前应当获得批准并制作适量海报副本(在获得住宿生活中心批准后方可知晓海报数量)。海报副本须在张贴或分发海报前至少两天送交住宿生活中心。

7. 海报须得到住宿生活中心批准并盖章。

8. 禁止在住宿生活区内指定区域外的任何地方张贴海报。禁止在寝室或公共区域内进行对墙体或家具设施有潜在损坏的海报张贴或涂鸦。严禁未经允许在任何楼栋房间门口张贴海报或将海报塞进房门内。

9. 切勿在互联网分享居住地址、电话号码或其他个人信息。若有团体或组织屡次违反该规定，其宣传材料将被禁止张贴或分发。所有不符合上述规定的宣传材料将被即刻清除。

10. 活动结束后 2 周内，活动负责人需将过期海报取下并处理。

第十四条 安静时间管理规定

安静时间管理规定在所有公寓楼内施行，以便能够保持有益于学习和睡眠的氛围。24 小时安静时间将在期末考试期间生效。与此同时，请各位学生尊重理解他人生活学习习惯，实行 24 小时礼貌时间。

安静时间为每天晚上 11:00 至次日早上 8:00

不同的学生有不同的课程安排和不同的工作时间。他们可

能熬夜学习，需要在白天休息。如果邻居正在休息或学习，请降低音量。如果任何学生要求降低房间或套间里的音量，无论是否在安静时间内，请学生基于 24 小时礼貌时间遵照要求。违规可能会导致纪律处分。

住宿生活是一种集体生活体验，因此，各位学生须意识到他们的行为将影响他人。尤其是高音量和类似干扰。每晚 11:00 后，请学生降低任何立体声或电视设备的音量至静音等不影响他人的状态。严禁在室内或室外使用立体声扬声器、收音机等类似设备播放喧闹音乐。

第十五条 控烟管理规定禁止在住宅设施内的所有地点吸烟，包括阳台、卫生间等。这项规定包括使用任何吸烟设备的行为，包含“无烟”香烟和其他类似设备。所有在住宿生活区内的人员均须遵守这项规定。学生本人和其访客均有责任遵守控烟管理规定。

第十六条 商业管理规定

学校资产或设施不得用于个人利益、销售和/或商业招揽。

这包括但不限于房间的商业化使用，即使用公寓或宿舍进行赌博、招揽学生光顾私人生意。这项规定也包括挨户发放商业传单，如菜单和折扣券。

所有外部企业的材料须经住宿生活中心批准。经审核批准后，材料将会分发给公寓楼活动宣传指定地点。住宿生活中心保留限制不当材料发放的权利。

第十七条 垃圾回收管理规定

学生应当将垃圾带至公寓楼门口的公共垃圾桶。由于不遵守垃圾回收规定、移走大型垃圾箱、在房间的走廊室外、公共

空间或茶水间留下垃圾均可能会导致纪律处分。

第十八条 住宿安排管理规定

学校根据实际情况安排学生住宿寝室、床位，学生须按指定的寝室、床位对号住宿，空床位属于学校资源，必要时学校会对零星空床位进行资源整合，禁止未经同意擅自调整寝室和床位或占用他人床位（包括空床位及柜子等）及拒绝资源整合等行为，否则可能受到相应违纪处分。

学生应当严格遵守《室友协议》和《住宿合同》中的各项寝室内部规定，否则将被给予纪律处分并要求更换寝室。多次因室友矛盾等原因更换寝室的学生将可能被转介心理中心，或被认为不适宜寝室集体住宿而暂停住宿资格。

第十九条 请假与校外住宿管理规定

1. 学生若因请假不在校住宿，除了向任课老师请假外，还应当通过 Once 系统进行离校申请，经审批同意后离校，由温州市外返校时需进行返校申请。

2. 请假离校学生应当保持通讯畅通，同时，请假离校学生的室友应当关注其动向，倘若发现学生在未告知任何人的情况下夜晚未归且无法联系到本人，或发现已经请假离校的学生未按报告的日期返校且无法联系到本人，则视其为失联状态，应当及时报告住宿生活中心。校方将执行《温州肯恩大学突发事件应急预案》中相关处理办法。

3. 原则上大三及以上学生如有特殊情况可申请校外住宿。计划校外住宿的学生应当向住宿生活中心报备，填写《温州肯恩大学学生申请校外住宿审批表》，并按照规定签署《温州肯恩大学校外住宿学生承诺协议书》，经校外住宿审核委员会审批，

征得家长同意后才可搬至校外住宿。未经批准校外住宿的学生将受到纪律处分。

4. 终止住宿的学生应当在五个工作日内持相关证明文件在住宿生活中心办理退宿手续，由后勤部门进行水电费结算以及资产核查，若有损坏需照价赔偿。退宿时，学生须带走本人所有个人物品，滞留物品3个工作日后将作无主物品处理。

5. 因任何原因（如怀孕、生理原因、传染性疾病、精神疾病、未选修课程等），凡经专业评估被认定为不适合在学校住宿的学生，必须办理离寝或退寝手续，实行校外住宿。

6. 寒暑假期间，学生须在规定的时间内离开公寓。学校保留因公寓修复维修、紧急状况或任何其他用途时的住宿分配及重新整合分配寝室的权力，居民需配合学校进行寝室调整。

7. 任何入住其他学校学生住宿生活区的学生必须同时遵守对方学校学生公寓相关行为规范以及本行为规范。

8. 学生未经审批外宿将受到住宿生活中心的必要关注或纪律处分。学生应遵守《温州肯恩大学大学生夜间出入管理规定》，违反规定将受到相应纪律处分。

第二十条 寝室安全与卫生管理规定

为了保持清洁、健康、安全的生活环境，设立寝室安全卫生检查制度，定期消杀制度，从而更好地处理病虫害和房间硬件设施问题。

住宿生活中心将安排定期安全卫生检查，由书院导生负责，此外每学期书院导师和书院导生等将进行寝室安全卫生不定期的随机抽查。卫生检查不合格的寝室将增加卫生检查频率。大多数情况下，检查将在房间内有学生时进行。但如果敲门后没

有回应，书院导生或书院导师将直接刷通卡进入房间进行检查。

1. 学生应当保持寝室干净、整洁。各寝室应当根据《室友协议》安排寝室卫生打扫计划。

2. 学生应当及时处理室内垃圾，倾倒入公寓楼指定垃圾集中箱。禁止将垃圾放置于室外走廊、公共区域或长期放置于室内。

3. 严禁在未经许可，对寝室布局、室内家具或设施以及水电网络系统等作任何形式的改造与破坏。

4. 学生应当配合公寓管理人员，接受必须的安全与卫生检查，禁止故意拒绝、阻碍、误导检查，或者拒绝整改。

5. 评优评奖和领导力项目的评选资格也将受到行为规范的制约。住宿生活表现将被记录在档，违规学生将可能失去奖学金申请等资格。

6. 任何违规行为都将引发纪律处分程序，责任学生将受到处罚，甚至失去住宿资格。

第七章 公寓违规行为处理流程

第一条 理念

住宿生活中心致力于温州肯恩大学学生的个人成长与教育。行为规范的设立主要出于帮助学生意识到，集体生活需要遵守管理规定，才可个人自由最大化，使整体生活更加愉快。

我们坚信，学生生活中的每一次体验都具有教育意义。大学教育不仅要扩展学生的学术知识，还要提升学生的道德和伦理修养，使学生能够在社会中与他人正确相处。此外，大学教育应培养学生的责任意识，加强学生对于自己是社会群体一员

的认识，以及如何在遵守各项规章制度的情况下进行生活。

实质上，行为规范的目的是教育，旨在通过明确社会不可接受的行为来实现此目的，并确保学生适应大学的规章制度，同时满足个别学生的需求。当然，为了让学生深刻意识到过去行为的不合适和行为改变的必要性，可能采取惩罚性措施，甚至给予休学或退学处分。这可能是因为学生的行为公然违反了他或她作为学生的基本责任，或严重损害了社区的权益，或者是学生持续有意地不愿改变自己的行为。

行为规范并不是为了对可接受的行为施加僵硬的标准，而是考虑到每种情况下的个体差异。只有仔细探索学生的动机、了解方方面面的情况后，才会采取措施。涉及学生的任何非典型事件，无论是重大的还是轻微的，都将进行个别化处理。这个观点预先假定，在类似情况下采取的措施可能并不总是一致。一致性是通过个人处理问题的连贯性来确定；如果我们在裁定具体情况时减少对个人因素的考量，那么我们对于相关学生问题的解决方式会更加统一，更加具有教育价值。

因此，预防和再教育是行为规范的两个基本功能。预防功能加强了潜在问题辨别意识，并且在需要帮助的学生陷入困境前给予关注。再教育功能可以协助学生重新调整自己，建设性地重新定位其社会、个人和道德发展观。

住宿生活中心纪律架构旨在概述住宿生活区内行为规范程序，并明确我们对住宿生行为的期望。

第二条 公寓违规处分

违反公寓管理规定或/和相关程序可能导致一系列处分。处分包括但不限于：

1. 书面警告：进一步违规将导致处分升级，无论是因为卫生检查不合格、养宠物、使用大功率电器等，都将失去申请奖学金、参加领导力项目等资格。

2. 记过：进一步违规可能会导致额外的纪律处分。学生应当熟悉《温州肯恩大学学生手册》。

3. 留校察看：一种严重的处分，被视为公寓管理的最终警告。进一步违反任何公寓管理规定或/和相关程序可能会导致《住宿合同》的终止。根据违规的严重程度，观察期可能被定为一年及以上不等。

4. 暂停住宿资格：根据违规情况，基于累积的处分或单次违纪，住宿生活中心将暂停学生原寝室住宿资格，要求更换寝室，或终止《住宿合同》，流程如下：

(1) 学生接到通知后，必须在 7 天内腾空原寝室。

(2) 调换寝室决定书中规定了学生的新寝室，学生必须在 7 天内完成寝室调换手续。

(3) 终止《住宿合同》决定书中规定了终止的期限，学生可以在终止期限和/或完成处分后重新申请住宿。如有空余房间，将做出安排。

5. 其他学生行为规范中的补救及惩罚措施。

第三条 公寓违规处分（补充）

替代处分是具有教育性质的，目的是帮助学生个人成长和发展，并加强校园建设。一些常见的处分如下：

1. 安全饮酒课程（“选择”）：本课程涉及酒精使用及其对身体和社区的影响等问题，由心理咨询中心监督。强制参与的学生将收到规定日期、时间和地点的书面通知。

2. 禁毒教育课程（“替代处分”）：本课程涉及毒品和/或麻醉品的使用/滥用问题及其对身体和社区的影响。强制参与的学生将收到规定日期、时间和地点的书面通知。

3. 服务性任务/教育项目：特定处分的额外处分或替代处分。此类服务和/或项目需在住宿生活中心的监督下完成。

4. 罚款/赔偿：违反相关规定和/或程序须接受相应罚款和/或赔偿。

5. 书面检讨报告：在规定的时间内对自己的违纪行为进行深刻反思并写书面检讨报告。报告要求手写并达到规定字数。

6. 定期面谈/定期检查：在指定的时间内与负责老师进行定期面谈，或定期接受相关检查。

请注意，未能完成补充处分可能会导致处分升级。

温州肯恩大学学生夜间出入校园管理规定

根据国家教育部制订的《高等学校校园秩序管理若干规定》、《关于禁止高校学生酗酒的通知》及浙江省平安办、省教育厅、省公安厅《关于深化高等学校等级平安校园建设的若干意见》，结合学校的实际情况，为进一步加强校园的安全管理，保护学生的人身安全，维护我校正常的教学、工作和生活秩序，对学生夜间出入校园特作以下规定。

一、学生于 24:00—6:00 期间出入校园必须主动出示有效证件并严格遵守学校登记和检查程序。

二、学生于 24:00—6:00 期间无特殊理由不得出校。因就医或其他特殊情况确需在该时间段外出的，须提前 24 小时提交申请，经学校审批通过后方可出校；突发身体疾病需要外出就医无法提前审批者，应与医务室值班人员报备情况。

三、除经学校审批通过的外出学生，其余学生须于 24:00 前返校。24:00—6:00 之间返回学校视为晚归，6:00 之后返回学校视为夜不归宿。

四、未经审批的夜间出校、晚归、夜不归宿视为违纪。每半年（春夏或秋冬两学期）晚归累计达到三次给予书面警告处分、告知家长并要求学生参加学校行为规范办公室举办的安全健康主题学习班；累计达到三次以上由学校行为规范办公室依据《学生行为规范》作进一步的违纪处理。学生第一次夜不归宿给予书面警告处分、告知家长并要求学生参加学校行为规范办公室举办的安全健康主题学习班；累计达到两次及以上由学

校行为规范办公室依据《学生行为规范》作进一步的违纪处理。

五、学校严禁学生酗酒。若学生醉酒返校，需前往医院接受醒酒治疗。学校行为规范办公室将根据《学生行为规范》对醉酒学生作进一步的违纪处理。学生酗酒后不配合学校工作人员管理、滋事者，视其情节进行严肃处理。

以上规定，希望全体学生自觉遵守，共同维护校园安全。

温州肯恩大学学生事务部
温州肯恩大学后勤部安保中心
温州肯恩大学学生会
2020年12月11日