

## Foreign Teachers ' Apartment Regulation by Jiangyin Polytechnic College

1. Foreign teachers' apartment is the living and studying place provided for foreign teachers who are employed by Jiangyin Polytechnic College.
2. During the stay in college, violations of Chinese law and regulations made by Jiangyin Polytechnic College must not happen in the rooms of Foreign teachers' apartment.
3. The appliances and the articles in the apartment shall be taken good care of. Utility equipment can't be occupied by individuals. Super power electric and shoddy appliances are strictly prohibited. It is forbidden to change the interior building facilities or privately pull disorderly wiring.
4. Special attention should be paid to water saving and electricity saving. Keep the apartment and rooms tidy and clean. Strictly no pets.
5. Keep safe of passport, cash and other valuable personal belongings. Leaving high value goods or large amounts of cash inside the apartment is not suggested. Inflammable and explosives are forbidden to be placed in the apartment. Keep alert in case of fire and stealing.
6. Outside visitors must not be kept overnight. Outside visitors, including college teachers and students, should have valid ID card to register in the doorkeeper office before entering.
7. According to the regulation, foreign teachers should return the apartment before 23:00. If living outside is necessary, please inform the department where he/she is employed and Foreign Affairs Office of the College in advance.
8. Foreign teachers should ask for leaving formalities if being ill or otherwise engaged. During the illness, The department where he/she is employed will look after the foreign teacher. With regard to the trip to another city, permission must be granted by the College two days before leaving Jiangyin.
9. Foreign teachers should inform assistant teacher of the department where he/she is employed when having problems with work or daily life. The College will help the foreign teacher deal with the problems.
10. Any negative consequences caused by violation of above regulations, the foreign teachers should undertake all responsibilities and the College will terminate the employment contract as appropriate.