

## **Regulations, Advice and Tips for Stay and Travel**

FOR THE SAFETY OF PERSON AND PROPERTY OF EVERYONE:

1. No matter where you are, no excessive drinking, no violent fight, otherwise, the violators should be responsible for any problem caused.
2. It is forbidden to hand the key of your apartment to anyone else. No one else may live in your apartment without permission.
3. For your safety, please: 1) turn off all lights and electrical appliances except for the refrigerator when you go outside of your apartment; 2) not to let the computer on 24 hours a day; 3) turn off the central air conditioner when you go outside of your apartment; 4) turn off the gas valve after cooking; 5) no additional electrical lines or appliances are to be installed without permission; 6) when you take shower, please turn it off.
4. In order to drive, you should get a driver's license beforehand. Drivers should only drive the permitted type of vehicles by the driver's licenses. When driving, you should make sure that your driver's license is always together with you.
5. Please pay more regard to traffic safety, obey the traffic rules.
6. When you leave the campus, please bring your passport and Expert Certificate with you for the inspection of police in case.
7. When you take any transportation, please try to ask for a receipt with which we could track back your items lost sometime.
8. When you are in emergency, please call 110 for police, fire-119, ambulance-120, and traffic accident-122. On campus you can call 2781110 or 2787110 for police.
9. Please let us know when you leave and come back to Zibo, which is important for us to react effectively and for you to get the prompt attention in some emergency cases.
10. For any leave (sick or private affairs) in work days (Monday through Friday), your leave must get the approval of the International Office.
11. If a class is missed. Please notify Li Jie as soon or before you miss it.
12. Please DO NOT go out of campus for meeting or appointment, if you don't know the person.

### **When you leave for travel, please**

1. Check your apartment and make sure that you have closed the windows and locked the door.
2. Turn off all the lights and check the wall-sockets in your apartment to make sure that the plugs are off.
3. Keep the key of your apartment well. If you lost your key, you need to pay for another one.

### **When you travel around, please**

1. Try to practice your Chinese.

2. Take good care of your personal and property security, and passport, etc.
3. Ask for help from anyone you believe in, especially policeman when you are in trouble.
4. Try to arrange your transportation to next destination or your back trip as early as possible, when you arrive at one destination. (You can ask for help from the Reception Desk or the Business Center of some hotels, though you don't stay there.)
5. Try to drink hot water.
6. Try to take meals in a proper and clean place.
7. The public security situation is different in different places. Please go back to the place where you stay as early as possible at night.
8. Feel free to call one of us, when you need the help.

### **Contact us please**

\* Around the Spring Festival time, the campus will be half-closed.

我是 XXX 大学的外籍教师 (XX 省 XX 市), 请帮忙拨打以上电话进行救助。  
I am an overseas teacher working in XXX University of Technology, XX city, XX Province. Please help me to call above numbers for support.

*No matter where you are, please take good care of yourself and others.*

*Wish everyone a safe and pleasant stay in China.*

I have read the Regulations, Advice and Tips, and will do what is expected. -----  
(Print and Signature) Date: \_\_\_\_\_

*Thanks for understanding and cooperation!*