

University of Taipei Draft Management Regulations for the International House

June 17, 2019 Passed by the 9th Administrative Meeting of the 2nd Semester of the 2018 Academic Year

- I. The University of Taipei (hereinafter referred to as “the University”) has established the following regulations in order to operate and manage the International House.
- II. The International House of the University (hereinafter referred to as “the House”) is divided into a Scholars’ Area and a Students’ Area.
- III. The House is managed by the Student Affairs Office. Several management counselors are appointed, who are supervised by the Student Affairs Office and in charge of affairs related to the House.
- IV. Floor plans and applicant eligibility criteria for the Scholars’ Area are explained as follows:
 - (I) Floor plans: Several suites on the 2nd floor, including two-person suites, family suites (kitchen furnishings incl.), and accessible suites.
 - (II) Applicant eligibility:
 1. Visiting professors, scholars, experts, distinguished guests, and researchers of similar status who are invited by the University.
 2. Other guests approved by the President, on a case-by-case basis.
- V. Floor plans and applicant eligibility criteria for the Students’ Area are explained as follows:
 - (I) Floor plans:
 1. A total of 7 men-only shared rooms on the 3rd floor: 1 two-person shared room, 4 four-person shared rooms, and 2 six-person shared rooms.
 2. A total of 16 women-only shared rooms on the 4th and 5th floors: 2 two-person shared rooms, 2 three-person shared rooms, 8 four-person shared rooms, and 4 six-person shared room.
 - (II) Applicant eligibility:
 1. Semester-based overseas students.
 2. Exchange students: Exchanges students via collaboration agreements signed between the University and other domestic or international universities.
 3. Short-term overseas students.
 4. Degree students: Students pursuing academic degrees at the University.
 5. Other guests approved by the President, on a case-by-case basis.
- VI. In order to protect the health of residents, those with infectious diseases or with poor mental condition who cannot be cured within a short period of time and who therefore require segregation or special treatments, as defined in law, may not apply for accommodation. Someone for whom housing is necessary shall submit a diagnosis certificate from a public hospital. After such is presented to and approved by the President, on a case-by-case basis, only then may the person apply for accommodation.

VII. Application deadlines, applicants, and application procedure:

(I) Application deadline:

Eligible scholars or students, or members of University units who wish to apply for accommodation in the House, shall submit their applications fourteen days before the check-in date. Applicants may only move in following approval, and only subject to the capacity of the House. However, exceptions may apply under extraordinary circumstances subject to approval from the President, on a case-by-case basis.

(II) Applicants:

1. Scholars' Area: Applications shall be made by the departments/organizations with which the scholars are affiliated, and notice shall be given to the Office of International Affairs and the Student Affairs Office.
2. Students' Area:
 - (1) Semester-based overseas students: Requests shall be made by the Office of International Affairs to the Student Affairs Office.
 - (2) Exchange students: Requests shall be made by the Office of International Affairs to the Student Affairs Office.
 - (3) Short-term overseas students: Applications shall be made by the departments/organizations with which the scholars are affiliated, and notice shall be given to the Office of International Affairs and the Student Affairs Office.
 - (4) Degree students: Those eligible for current-year accommodation shall make separate applications to the Student Affairs Office.
 - (5) Other guests approved by the President, on a case-by-case basis.

(III) Application procedure:

1. The application form shall be submitted for approval on a case-by-case basis.
2. Check-in details shall be confirmed after the application case is approved.
3. Paying housing fees:
 - (1) International scholars and short-term overseas students shall pay at the House's service desk.
 - (2) Other applicants shall pay the fees in conjunction with other fees listed on their University tuition and miscellaneous fee bills.
4. Check in and move-in:

During periods of major events organized by the University, the House may refuse to take applications to move in at such times.

VIII. Beds are allocated in accordance with the following principles:

(I) Scholars' Area:

1. In principle, bed allocation is prioritized in the following order:
 - (1) Visiting professors, scholars, experts, distinguished guests, and researchers of similar status who are invited by the University.
 - (2) Other guests approved by the President, on a case-by-case basis.

2. In the event of insufficient bed space, allocation will be prioritized based on application time. However, exceptions may apply under extraordinary circumstances subject to approval from the President, on a case-by-case basis.

(II) Students' Area:

1. In principle, bed allocation is prioritized in the following order:
 - (1) Semester-based overseas students.
 - (2) Exchange students: Exchanges students via collaboration agreements signed between the University and other domestic or international universities.
 - (3) Short-term overseas students.
 - (4) Other guests approved by the President, on a case-by-case basis.
 - (5) Taiwanese degree students.
 - (6) Overseas degree students.
2. Ten percent of beds may be reserved for short-term overseas students, to meet demand for short-term accommodation. Any beds remaining after allocation will be allocated for use.
3. A number of beds may be preserved for local students to facilitate exchange between local and international students. Any beds remaining after allocation will be allocated for use.
4. In the event of insufficient bed space, allocation will be prioritized based on application time. However, exceptions may apply under extraordinary circumstances subject to approval from the President, on a case-by-case basis.

- IX. Maximum period of stay: The maximum period of stay is from the check-in date to the end date of the current academic year. However, exceptions may apply under extraordinary circumstances, subject to approval of the President, on a case-by-case basis.
- X. Postponements to or cancellations of reservation must be faxed or submitted in writing fourteen days prior to the scheduled check-in date. Room reservations may be held for a maximum of ten days, but starting on the eleventh day, a daily charge based on the normal rate will be calculated.
- XI. Fee standards, payment, refund and other related matters of the House shall be separately stipulated by the management authority, the Student Affairs Office. In the event of extraordinary circumstances, affiliated departments shall submit special cases to the President for approval and then handle in accordance with such.
- XII. Any details not mentioned in these Regulations shall be handled in accordance with applicable government laws and regulations.
- XIII. These Regulations has been passed in the Administrative Meeting, and take effect after being signed by the President.