

Taipei Municipal University Guidelines for the Management of the International Scholars Residence

Approved at the 9th Administrative Meeting of the 2nd Session of Academic Year 2018 on June 17, 2019

1. Purpose

Taipei Municipal University (hereinafter referred to as “the University”) establishes these Guidelines to regulate the use and management of the International Scholars Residence.

2. Scope

The International Scholars Residence (hereinafter referred to as “the Residence”) consists of the Scholars Residence Section and the Student Residence Section.

3. Administrative Authority

The Office of Student Affairs is the responsible authority for managing the Residence. Several residence counselors shall be appointed and supervised by the Office of Student Affairs to handle residence-related affairs.

4. Scholars Residence Section

(1) Floor arrangement

The second floor consists of several suites, including double suites, family suites (with kitchen facilities), and accessible suites.

(2) Eligibility

Visiting professors, scholars, experts, distinguished guests, and equivalent researchers invited by University units.

Others approved by the University President through a special project application.

5. Student Residence Section

(1) Floor arrangement

Third floor (male dormitory): 7 shared rooms, including 1 double room, 4 quadruple rooms, and 2 six-person rooms.

Fourth and fifth floors (female dormitory): 16 shared rooms, including 2 double rooms, 2 triple rooms, 8 quadruple rooms, and 4 six-person rooms.

(2) Eligibility

Semester-based inbound exchange or visiting students.

Exchange students under formal agreements between the University and partner institutions.

Short-term international visiting students.

Degree-seeking students enrolled at the University.

Others approved by the University President through a special project application.

6. Health Requirements

To protect residents' health, individuals with legally defined communicable diseases or those with mental conditions requiring isolation or special treatment and unlikely to recover in the short term are not eligible to apply.

If accommodation is necessary, applicants must submit a diagnosis certificate issued by a public hospital and obtain approval from the University President through a special project application.

7. Application Period, Units, and Procedures

(1) Application period

Eligible applicants or University units shall submit applications at least 14 days prior to check-in. Approval must be obtained before occupancy, and availability is subject to capacity limits. In urgent cases, exceptions may be granted with the President's approval.

(2) Application units

Scholars Residence Section: Applications shall be submitted by the inviting unit through a special project, with review by the Office of International Affairs and the Office of Student Affairs.

Student Residence Section:

- (1) Semester-based international students: Requested by the Office of International Affairs to the Office of Student Affairs.
- (2) Exchange students: Requested by the Office of International Affairs to the Office of Student Affairs.
- (3) Short-term international students: Submitted by the hosting unit via special project, with review by the Office of International Affairs and the Office of Student Affairs.
- (4) Degree students: Eligible students shall apply separately to the Office of Student Affairs.
- (5) Others approved by the University President.

(3) Application procedure

Submit a special project application with required forms.

Confirm accommodation details after approval.

Pay accommodation fees:

- (1) International scholars and short-term international students shall pay at the Residence service counter.
- (2) Other residents shall pay together with tuition and miscellaneous fee bills.

Check-in and move in.

During major University events, applications for accommodation may be suspended.

8. Bed Allocation Principles

(1) Scholars Residence Section

Priority order:

- (1) Visiting professors, scholars, experts, and distinguished guests invited by University units.
- (2) Others approved by the University President.

In case of insufficient availability, allocation shall be based on application order, unless otherwise approved by the President.

(2) Student Residence Section

Priority order:

- (1) Semester-based international students.
- (2) Exchange students under formal agreements.
- (3) Short-term international students.
- (4) Others approved by the President.
- (5) Domestic degree students.
- (6) International degree students.

Up to 10% of beds may be reserved for short-term international students. Any unused beds may be reallocated.

A certain number of beds may be reserved for local students to promote interaction with international students. Any unused beds may be reallocated.

In case of insufficient availability, allocation shall be based on application order, unless otherwise approved by the President.

9. Duration of Stay

The maximum stay period shall extend from the check-in date to the end of the academic year. Exceptions may be granted with the President' s approval.

10. Extension or Cancellation

Requests for extension or cancellation must be submitted by the resident or applying unit via fax or written notice at least 14 days before the scheduled check-in date.

Rooms may be held for up to 10 days for extensions. From the 11th day onward, daily charges will apply.

11. Fees and Management

Accommodation fees, payment and refund methods, and related management rules shall be separately established by the Office of Student Affairs. Special cases may be handled upon approval by the President.

12. Supplementary Provisions

Any matters not covered herein shall be handled in accordance with relevant government regulations.

13. Implementation

These Guidelines shall be implemented upon approval by the Administrative Meeting and authorization by the University President.