

**National Taiwan Ocean University Dormitory Regulations
for Visiting Professors and Scholars**

Approved by the 5th school meeting at the
2nd semester dated July 13th 2005.

(Scope)

1. National Taiwan Ocean University has established the dormitory regulations for visiting professors and scholars for their temporary stay at the university.
2. The regulations apply to those who will participate in the activities hosted by NTOU and apply to the visiting professors and scholars who will be teaching and conducting research at NTOU.

(Staying period)

3. a. The longest staying period is one year. Requests for extensions beyond the period stated must be made in writing and be approved by the school authority.
- b. Reservations must be cancelled three days before the day of arrival. Extension requests for reservation is five days.

(Unit types)

4. a. Hsiang-Feng short term dorm: occupants with family dependants may stay at the dorm with three bedrooms, one dining room and one living room. Single occupants may stay at the dorm with one bedroom but share the living room, bathroom and kitchen with other single occupants.
- b. On-campus short term dorm: occupants may stay at the dorm with one single room or double room but share the living room, bathroom and kitchen with other occupants.

(Application Procedures)

5. a. Obtain the application form from Property Management Section. The occupant should also be the guarantor. After being approved by the president of NTOU, the occupant needs to pay dormitory fees at the cashier's window two days before checking in the dormitory.
- b. In case of insufficiency, the dorms will be allocated pursuant to the time of application.

(Dormitory Fees-water, electricity and utilities)

6. a. Hsiang-Feng short term dormitory-occupants with family dependants will be charged NT\$ 300 per day. Single occupants will be charged NT\$ 200 per day. The telephone charges will be posted to the occupants' bill.

b. On-campus short term dormitory-the double room is NT\$ 500 per day and the single room is NT\$ 300 per day. Continuance occupation for over 30 days will receive 10 % discount. Occupants will have to pay the dormitory fees every 30 days. Occupants who do not pay dormitory fees on time will be deprived of the right of lodging as resolved by the committee.

(Room Cleanliness)

7. a. On-campus short term dormitory will be cleaned by the dorm staff assigned by the Property Management Section. The Hsiang-Feng dormitory will be cleaned by the occupant.
- b. The occupants should clean the bedding- including the bedspread, pillowcase, towel and so on. Upon checking-out, the room will be provided with new supplies.

(Dormitory Check-out)

8. The occupants should take care of the room. Any damage to equipment or furnishings will be charged to the room occupants. The occupants should return the keys to the dormitory staff upon checking-out.
9. This policy comes into effect after being resolved at the school meeting.