

National Chengchi University International House Regulations

Approved by the 626th Administrative Council, May 5, 2010

Approved by the 639th Administrative Council, May 2, 2012

Approved by the 643rd Administrative Council, December 5, 2012

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1. National Chengchi University (hereinafter referred to as “NCCU”) establishes the following regulations in order to provide quality housing for international visiting scholars and students.
2. The University’s International House (hereinafter referred to as “NCCU-iHouse”) is divided into Scholars’ Area and Students’ Area respectively.
3. NCCU-iHouse is supervised by Office of General Affairs and Office of International Cooperation, managed by an authorized private contractor.
4. Scholars’ Area provides short-term housing up to one month. Floors and eligibility criteria are as follows:
 - (1) Floors and Rooms: a total of nineteen rooms, fourteen twins and five family suites, are located on the sixth and seventh floor.
 - (2) Eligibility:
 - A. Chair professors, visiting scholars, exchange professors, and researchers of equal status.
 - B. Invitees of NCCU or affiliated middle school.
 - C. NCCU faculty and staff.
 - D. Visitors: Relatives of NCCU faculty or students, alumni, prospective students and their families (students’ family members must present a valid student ID, alumni must present an alumni ID or be approved by the Secretariat or other NCCU units, prospective students and their family must present admission card for entrance examination).
 - E. Other guests approved by the President or other authorized party.
 - (3) Application Procedures
 - A. Applicant(s) is(are) required to submit a written application seven days in advance to General Affairs Office. Check-in will be allowed only after application(s) is(are) approved. Urgent requests with appropriate approval are exempt from this.
 - B. Scholar’s Area may be temporarily closed for large scale events.
 - (4) Period of Stay: Limited to one month from initial check-in; this limitation may be suspended with prior approval.

- (5) Postponement or Cancellation: Applicant(s) wishing to postpone or cancel the reservation must submit or fax a written application seven days prior to the scheduled check-in date. Room reservation may be held eligible for a maximum of ten days free of charge; upon which a daily charge based on the normal rate will take effect starting on the eleventh day.
5. Students' Area provides lodging for one to six months. Floors and eligibility criteria are as follows:
- (1) Floors and Rooms: A total of one hundred rooms, sixty-six singles, thirty doubles, two single and two double handicapped rooms are located from the second floor to the fifth floor. A certain number of rooms are reserved for short-term visiting students. The percentage of reservation will be determined by the management authority of NCCU-iHouse.
 - (2) Eligibility Criteria and Applying Priority:
 - A. University-level exchange students: Exchange students from NCCU partner universities for less than six months' stay.
 - B. College/Department-level exchange students: Exchange students from NCCU college/department partner universities for less than six months' stay.
 - C. NCCU Chinese Language Center students: Students recommended by NCCU Chinese Language Center.
 - D. Visiting students: Non-degree students who participate in short-term research programs at NCCU during the semester or winter/summer breaks. (Note: These students must be currently enrolled in an accredited overseas university recognized by the Ministry of Education).
 - E. Degree students: Students seeking to earn a degree at NCCU.
 - F. Other guests approved by the President or other authorized party.
 - (3) Application Procedures: To be announced by Office of International Cooperation each semester.
6. Fee standards are as follows:
- (1) Scholars' Area daily rates (includes breakfast and housekeeping): double rooms NT\$2,500; family suites NT\$4,500.
 - (2) Students' Area:
 - A. Degree & Exchange students: Single suite NT\$58,500 per semester; double suite NT\$38,250 per person per semester.
 - B. Other students: Single suite NT\$13,000 per month, Double suite NT\$8,500 per person per month.

The accommodation fees of NCCU-iHouse may be subject to appropriate discounts depending on the operating conditions. The criteria for discounts and the standards

for refund or supplementing accommodation fees within the Students' Area will be determined by the management authority of iHouse.

7. Payment methods are as follows:
 - (1) Scholars' Area: Total fees should be paid before check-in. Students' Area: Related guidelines are based on the Enforcement Rules of the National Chengchi University International House: Students' Area. Credit cards are acceptable.
 - (2) Long distance, international, and mobile phone fees must be paid separately upon which rates are determined by Chunghwa Telecom and NCCU.
 - (3) Residents in Students' Area are given a free monthly electricity quota. Exceeding the quota, residents will be charged monthly with normal rate. Electricity quota and fee standards are subject to change.
8. Keys should be returned upon check-out with all accounts cleared. Compensation must be made for damaged or lost items. Room inspection is required before check-out. For early check-out, refer to Articles Five and Six of this regulation. Electricity and telephone fees are calculated based on date of check-out.
9. Residents fail to follow the regulations below will be terminated their stay at NCCU-iHouse:
 - (1) Smoking, drunkenness, illegal drugs, and pets are not allowed. Residents must ensure electrical safety and preserve a quiet and clean environment.
 - (2) Damage and/or loss of property must be compensated by residents or their sponsoring unit.
 - (3) No overnight guests.
 - (4) Residents must not disturb the residential environment or other residents. Related implementation details and accommodation regulations will be established separately.
10. Other matters will be covered by relevant laws and the University regulations.
11. The establishment and amendments of these regulations take effect when approved by the Administrative Council.