

National Taiwan Normal University Regulations for the Use and Management of the Office of International Affairs International Lounge

Approved on October 25, 2007 by the Office of International Affairs
Revised and approved on October 17, 2008 by the Office of International Affairs
Revised and approved on November 19, 2020 at the Office of International Affairs Directors meeting
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Article 1 To strengthen the use, management, and maintenance of the Office of International Affairs International Lounge (hereinafter referred to as “International Lounge”), these Regulations have been prescribed.

Article 2 Regulations on the use of the International Lounge:

1. Priority for the use of the International Lounge shall be given to exchange activities between this University’s international students and local students. In any remaining periods, the Lounge may be used by the administrative units for meetings chaired by the president or vice president of this University.
2. Activities in the International Lounge shall be limited to those under 40 persons.
3. Opening Hours:
 - (1) During the school semester: Monday to Friday, 8:30am to 12:00pm and 13:30pm to 17:30pm. If times other than these are applied for, they shall be reviewed separately by the Office of International Affairs.
 - (2) Summer and winter breaks: Times shall be announced by this University.
 - (3) If classes and work are canceled in the event of a natural disaster, opening hours shall be handled in accordance with government announcements.

Article 3 Application process for the use of the International Lounge:

1. An application shall be submitted to Office of International Affairs two weeks prior to the proposed date, with the applicant logging on to reserve a time for the use of the International Lounge.
2. In cases when the time reserved by the administrative unit conflicts with activities or meetings held by the Office of International Studies, activities of the Office shall have priority.

Article 4 Points to remember regarding use of the International Lounge:

1. Unless given special permission, the use of double-sided tape, nails, gas, induction plates or other dangerous or flammable appliances is forbidden. It is forbidden to smoke

in the International Lounge; those who contravene this regulation shall be barred from using the International Lounge for a period of one (1) year.

2. Except for the equipment found in the International Lounge, all other equipment shall be prepared by the applicant. Equipment of the International Lounge shall be treated with care, with the applicant to pay for any damages onsite.
3. The applicant shall be responsible for the order of the event's activities, the layout of International Lounge, guest reception, providing tea and water, and cleaning the Lounge prior to the event. After using the International Lounge, all equipment shall be turned off and everything returned to its proper place. Violators of this regulation, depending on the severity of the violation, shall be barred from using the International Lounge for a period of six (6) months to one (1) year.

Article 5 For matters not covered in these Regulations, the Office of International Affairs reserves the right to make the necessary revisions and interpretations.

Article 6 These Regulations, and any ensuing revisions, shall be implemented following approval at an Office of International Affairs Directors meeting.