

\* The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

## **Regulations concerning the International Residences at Tokyo University of Foreign Studies**

Established: December 19, 1984

Amended:

April 10, 1987

April 1, 1991

June 19, 1992

June 5, 1996

September 16, 1998

May 31, 2000

October 23, 2002

April 1, 2005, Regulation No. 17

March 31, 2009, Regulation No. 76

March 27, 2012, Regulation No. 78

January 15, 2013, Regulation No. 2

March 24, 2015, Regulation No. 59

December 12, 2017, Regulation No. 55

July 24, 2018, Regulation No. 17

October 23, 2018, Regulation No. 24

March 19, 2019, Regulation No. 61

### Article 1 Establishment

Tokyo University of Foreign Studies (“TUFS”) has established the TUFS International Residences (“Residences”) on campus.

### Article 2 Purpose

The purpose of the Residences is to provide housing for international students (“International Students”), Japanese students, international researchers (“Researchers”), senior language lecturer, etc., and to serve for other activities, with the hope of contributing to promotion of international exchanges relating to TUFS’s

education and research.

#### Article 3 Director

1. The President shall appoint a Vice President as the Director of the Residences.
2. The Director shall take charge of matters relating to the Residences.

#### Article 4 Vice Director

1. The President shall appoint a faculty member of TUFSS as the Vice Director of the Residences.
2. The Vice Director shall provide assistance to the Director, and in the absence or disability of the Director, the Vice Director shall perform the duties of the Director.
3. The term of office of the Vice Director shall be two years, and the Vice Director may be reappointed. However, the term of office of the Vice Director shall not exceed that of the President.

#### Article 5 Steering Committee

1. The Steering Committee for the TUFSS International Residences (“Committee”) shall be established to discuss important matters relating to the administration and management of the Residences and the implementation of international exchange and other activities.
2. The Committee shall consist of the following members:
  - (1) Director
  - (2) Vice Director
  - (3) Chairperson of the Committee for Undergraduate and Graduate International Students
  - (4) One faculty member who belongs to the Faculty Council of the School of Language and Culture Studies and is appointed by the Dean
  - (5) One faculty member who belongs to the Faculty Council of the School of International and Area Studies and is appointed by the Dean
  - (6) One faculty member who belongs to the Faculty Council of the School of Japan Studies and is appointed by the Dean
  - (7) One faculty member who belongs to the Faculty Council of the Graduate School of Global Studies and is appointed by the Dean
  - (8) One faculty member who belongs to the Faculty Council of the Research Institute for Languages and Cultures of Asia and Africa and is appointed by the Director of

the Research Institute

(9) One faculty member who belongs to the Japanese Language Center for International Students and is appointed by the Director of the Center

(10) Educational Affairs Director

(11) Division Chief, Finance and Accounting Division

(12) Division Chief, Facilities and Building Management Division

(13) Division Chief, Student Exchange Division

3. The term of office of the Committee members listed in the above Items (4) to (9) shall be two years, and they may be reappointed. However, any member appointed to fill in a vacancy shall serve only the unexpired term of his/her predecessor.

4. The Director shall convene a Committee meeting and serve as the chairperson of the meeting.

5. A quorum shall consist of one-half or more of the members of the Committee, and Committee decision-making shall be by a majority of the members present. However, in the event of a tie vote, the chairperson shall vote to break the tie.

6. If the Committee deems it necessary, the Committee may ask persons other than the Committee members to attend a meeting and offer opinions.

#### Article 6 Qualifications to Reside in the Residences

1. The following persons shall be qualified to reside in the Residences:

(1) International Students at TUFUS and their family members, Japanese students

(2) Researchers at TUFUS and their family members

(3) Language lecturer at TUFUS and their family members

(4) Persons who participate in TUFUS's education and international exchange programs, etc. and are approved by the Director

(5) Others who are deemed appropriate by the Director

2. Rules concerning permission to reside in the Residences shall be set separately.

#### Article 7 Maximum Lease Period

1. The maximum lease period of the Residences shall be as follows:

Qualifications to reside in the Residences	Maximum lease period	
	No. 1, No. 2	No. 3

Persons listed in Article 6, Paragraph 1, Item (1)	Up to one year	Up to two years
Persons listed in Article 6, Paragraph 1, Items (2), (3), and (5)	Up to two years	—
Persons listed in Article 6, Paragraph 1, Item (4)	Up to 30 days	Up to 30 days

2. Regardless of the provisions of the pervious paragraph, the maximum lease period may be extended if the Director determines that there are unavoidable circumstances.

#### Article 8-1 Procedures to Reside in the Residences

1. Persons wishing to reside in the Residences shall submit applications for permission to the Director and shall obtain permission from the Director.
2. If the Director gives permission to applicants to reside in the Residences, the Director shall issue permits and notify the applicants.

#### Article 8-2 Contracting Parties

1. Persons permitted to reside in the Residences (“Residents”) shall reside in the Residences on the basis of lease contracts concluded with TUFS; a permit to reside in the Residences shall be substituted for a lease contract.
2. As for persons listed in Article 6, Paragraph 1, Item (4), TUFS may serve as a lessee.

#### Article 9 Lease or Usage Fees

1. As set forth separately, Residents who are International Students or Japanese students shall pay lease fees, and other Residents shall pay usage fees, by the designated deadline.
2. Lease or usage fees already paid shall not be refunded.
3. In addition to lease or usage fees, Residents shall pay other necessary fees as set forth separately.

#### Article 10 Precautions for Use

Residents and their family members living together shall endeavor to preserve order

at the Residences and maintain equipment and other facilities in good condition.

#### Article 11 Compensation for Damage, etc

If a Resident or his/her family member living together damages or destroys equipment, fixtures and fittings, or other facilities at the Residences intentionally or negligently, the Resident shall restore these damaged facilities to their original condition or shall pay compensation for the damages, at the direction of the Director.

#### Article 12

Residents shall take out personal liability insurance for renters.

#### Article 13 Cancellation of Permission

1. The Director may cancel permission for Residents to reside in the Residences if any of the following occurs:

- (1) A Resident has received disciplinary punishment, etc.
- (2) A Resident has failed to pay the lease or usage fees stipulated in Article 9 by the designated deadline.
- (3) A Resident has failed to fulfill the obligation of paying compensation for damage, etc. stipulated in Article 11.
- (4) There are acts that have disturbed peace or moral order at the Residences.
- (5) A Resident or his/her family member living together has posed, or is likely to pose, a serious problem for the administration and management of the Residences.

2. TUFs shall accept no responsibility for any damage whatsoever suffered by Residents because of cancellation of permission to reside in the Residences in accordance with the provisions of the previous paragraph.

#### Article 14 Moving Out

Residents and their family members living together shall promptly move out of the Residences if any of the following occurs:

- (1) The maximum lease period has expired.
- (2) A Resident has lost the qualifications to reside in the Residences stipulated in Article 6.
- (3) Permission to reside in the Residences has been revoked in accordance with the provisions of the previous article.

#### Article 15 Moving Out Procedures

Before moving out of the Residences, Residents shall give the Director advance notice.

#### Article 16 Outsiders Staying Overnight at the Residences

Persons other than Residents and their family members shall not be allowed to stay overnight at the Residences. Only Residents and their family members who have been approved by the Director shall be allowed to stay at the Residences.

#### Article 17 Gatherings, Events, etc

When holding gatherings, events, etc. at the Residences, approval shall be obtained from the Director in advance.

#### Article 18 Clerical Work

The Student Exchange Division shall take charge of clerical work relating to the Residences in cooperation with relevant divisions, etc.

#### Article 19 Miscellaneous Provisions

Any matters relating to the Residences other than those stipulated in these Regulations shall be determined by the Director separately.