

## Outline of the International House, Toyonaka

### < Period of Application >

**International Researchers** The period of application is between 180 days before and 14 days before the residency.

**International Students** The period of application is from the 1<sup>st</sup> of the month three months before the month you wish begin residency, to 14 days before the day you wish to begin residency.

### < Cancellation of Residence >

A person desiring cancellation of the permission for residence, must submit a “Request for Cancellation of Stay” to the office at least 2 weeks before the 1<sup>st</sup> day of the period for which you have been accepted to reside in the House. Please note that should you cancel your stay past the arrival date you must pay the following fees and charges:

**International Researchers** Rent (Charge from the 1<sup>st</sup> date of your accepted period to the end of the month)

**International Students** Rent (for one month)

### < Name, Address, Telephone Number and Fax >

Name: International House, Toyonaka

Address: 1-18 Machikaneyama-cho, Toyonaka-shi, Osaka 560-0043

Telephone Number: +81-6-6850-5010

Facsimile Number: +81-6-6850-5011

Office Hours: Weekdays (except for new year’s holidays) :

8:45 a.m. to 4:00 p.m.

### < Facilities and Equipment >

#### A Wing (For Researchers)

Room Type	Floor Space (m <sup>2</sup> )	Number of Units	Notes
Two-Bedroom A	56.00 m <sup>2</sup>	4	Houses 2 to 4 people : 2 Bedrooms (1 double bed, 1 single bed ) ※In the case of 4 people, 1 person will be given the sofa-bed in the living room.

One-Bedroom A	37.10 m <sup>2</sup>	4	Houses 1 to 2 people : 1 Bedroom (1 double bed)
Studio A	18.55 m <sup>2</sup>	14	Houses 1 person (1 single bed)
Subtotal		22	

#### B Wing (For Researchers)

Room Type	Floor Space (m <sup>2</sup> )	Number of Units	Notes
Two-Bedroom B	49.35 m <sup>2</sup>	8	Houses 2 to 4 people : 2 Bedrooms (1 double bed, 1 stacking-bed)
One-Bedroom B	49.35 m <sup>2</sup>	8	Houses 1 to 3 people : 1 Bedroom (1 double bed) ※In the case of 3 people, 1 person will be given the sofa-bed in the living room.
Studio B	32.90 m <sup>2</sup>	26	Houses 1 to 2 people (1 double bed)
Subtotal		42	

#### C Wing (For Students)

Room Type	Floor Space (m <sup>2</sup> )	Number of Units	Notes
Family	55.60 m <sup>2</sup>	13	up to 2 children
Couple	34.00 m <sup>2</sup>	17	
Single	14.00 m <sup>2</sup>	70	7 rooms for Japanese Resident Assistants
Subtotal		100	

Total		164	
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#### Other Facilities

Wing	Floor	Name of Room
A · B Wings	1 <sup>st</sup> Floor	Lobby, Multipurpose Room, Japanese-Style Room, and Laundry Room
	2 <sup>nd</sup> Floor	Entrance Hall, Office, and Resident Advisor's Room
	4 <sup>th</sup> Floor	Lounge and Laundry Room

C Wing	1 <sup>st</sup> Floor	Lobby and Consultation Room
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Total Floor Area: 7,925m<sup>2</sup>

Construction: Reinforced Concrete

“A” Wing - 4 Stories “B” Wing - 6 Stories “C” Wing - 7 Stories

Notes: In each apartment the following are provided: air conditioner, hot water, kitchen(Hot-plate Stove in A · B Wings, and Gas Stove in C wing), refrigerator, microwave (only in A · B Wings),bath, toilet, bed(s), furniture, etc.

A washing machine is furnished in the Two-Bedroom apartments in the A · B Wings as well as in each room in the C Wing. For other rooms, please communally use the washing machines and drying machines placed on the 1<sup>st</sup> and 4<sup>th</sup> floors of the A · B Wings. Wireless Internet access is available in all the rooms.

#### <Daily Life Consultation>

Consultation will be provided by the building’s Resident Advisor as well as Resident Assistants on fixed weekdays and times regarding various daily life problems for residents.

#### <Office Staff>

For office inquiries the staff will be available from 9:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m. on weekdays.

#### <Charges>

##### 1 Rent for Researchers

Room Type	Floor Space (m <sup>2</sup> )	Rent		Common Service charge	Cleaning Charge
		Per month (yen)	Per day (yen)	Per month (yen)	Collection upon entrance
Two-Bedroom A	56.00	89,100	2,970	3,200	21,000
One-Bedroom A	37.10	58,800	1,960	3,300	16,000
Studio A	18.55	30,900	1,030	3,100	12,000
Two-Bedroom B	49.35	81,000	2,700	3,200	21,000
One-Bedroom B	49.35	78,900	2,630	3,300	21,000
Studio B	32.90	51,000	1,700	3,100	16,000

Note: Water charge, Expendable supplies are included in the common service charge.

## 2 Rent for Students

C Wing		Rent	Common Service Expense	Cleaning Charge
Room Type	Floor Space (m <sup>2</sup> )	Per month (yen)	Per month (yen)	Collection upon entrance (yen)
Family	55.60	18,000	5,000	21,000
Couple	34.00	18,000	3,600	16,000
Single	14.30	16,000	3,000	12,000

Note: International students (and their equivalent) who enter or leave during the course of the month must pay rent for the whole month.

Rental fees for students and researchers are subject to revision.

## 3 Common Service Expense

Refer to the above

## 4 Cleaning Charge

Collected upon entrance (Appropriation for cleaning charge after leaving)

Refer to the above

## 5 Utility Charges

Residents must bear the charges for utilities they use.

Residents must enter into a contract with Kansai Electric Power Co.,Ltd, and pay the electricity bill to the company.

Residents must enter into a contract with Osaka Gas Co.,Ltd, and pay the gas bill to the company.

## 6 Bedding Charge (Only residents who wish to use the bedding service)

Residents may apply in writing for the bedding service and use that service according to the pertinent procedures. The office will inform residents of the details and how to pay the bedding charge after entering the House. (The bedding company charges for a monthly fee. Users must pay the charge for one month even if they use the service for only one day in the month.)

**※Fees are subject to revision.**

## <General Instructions For Residents>

### 1 Use of Facilities and Equipment

All facilities and equipment must be used with due care, and kept in good condition. Please be sure to take off your shoes before entering your apartment. Residents who lose, damage or destroy any property through negligence will be required to make appropriate repairs or to pay for the damage.

### 2 Alteration, Repair, and Remodeling of Facilities and Equipment

Residents are not allowed to attempt alteration, repair, or remodeling of facilities and equipment. This should be done only by the University, if and when necessary. However, residents may make minor changes, such as repositioning the apartment's furnishings.

### 3 Other Important Information

#### (1)Equipment Malfunctions

Inform the office as soon as possible concerning the malfunction of electricity, gas, drainage, water supply, air conditioning, etc.

#### (2)Air Conditioning

Residents are responsible for adjusting the temperature in their apartments. It is forbidden to use gas stoves or oil heaters, etc., for fire prevention.

#### (3)Keys

The A • B Wings uses a numeric keypad method. Please do not forget the security code or let anyone else know. The C Wing loans keys to the apartments, and therefore, residents are responsible for their key while living in the building. If a key is lost or damaged, please report it to the office promptly. In this case you will be asked to pay the actual cost for a replacement. Also, it is strictly forbidden to make or purchase copies of the keys as well as loan them to others.

#### (4)Smoking

Smoking in both your own room and common facilities are strictly prohibited. Those who smoke are asked to do so in the designated smoking areas.

#### (5) Fire Prevention

Please exercise the greatest of care to prevent fires. Residents must not bring explosive or inflammable materials into the International House. When going to bed, please check that all gas taps are properly turned off.

#### (6)Danger Spots

Parents should be careful not to allow children to approach the pond or power cable pylons, as they are extremely dangerous.

#### (7)In Case of Emergency

Upon discovery of fire, theft, etc., take emergency action and notify the office. If no staff members are in the office, please inform the or tutors.

#### (8)Fire Prevention Equipment

Fire extinguishers, fire alarms, and emergency exits are provided on each floor. All residents are asked to learn the location and handling of these facilities and devices.

(9) Room Inspections

When examination of equipment and room fittings is necessary, staff may enter the apartments after obtaining the consent of the residents. However, in emergencies, such as fire, they will enter the room without consent.

(10) Illness

Please inform the office if medical treatment by a doctor is urgently necessary. If no staff members are in the office, inform the tutors.

(11) Health and Hygiene

(a) Residents must keep their rooms and shared facilities clean and tidy.

(b) Residents are responsible for cleaning their apartments.

(c) Garbage will be collected by Toyonaka City. Please separate your garbage according to type before putting it out (Refer to the pamphlet on “How to put out your trash”). Garbage should be put in the specified collection area on collection days. Please strictly observe the regulations to ensure that your garbage will be properly collected. Do not dispose of electric appliances such as air conditioners, TV sets, refrigerators, washing machines and personal computers in the same manner as your regular garbage. Disposal fees (payable at electronics stores and elsewhere) are required when disposing items such as the above.

(d) Residents are asked to exercise care not to disturb the community with undue noise or unpleasant smells, or by placing things in communal areas.

(e) If the communal areas (entrance, lobby, corridors and staircases) become dirty and cluttered through the carelessness of a resident, the resident will be asked to take immediate responsibility for cleaning up for the area.

(12) Pets

Residents may not keep animals such as dogs or cats.

(13) Use of Shared Facilities

(a) The lobby, multipurpose room and Japanese-style room are available under the provision of the Internal Regulations. Unaccompanied children are not allowed to enter these facilities.

(b) Since it is dangerous to go on the roof, access will be blocked except in emergencies.

(c) Residents with bicycles and motorcycles are asked to notify the office for permission to park them in the designated areas.

(14) Beddings

Residents may use the lending service providing bedpads, sheets, duvets, pillows and pillowcases. If necessary, please apply at the office at least one week before you move in.

(15) Telephone Service

For those who are interested, local, long-distance and international calls in their rooms can be made according to established procedure. A public telephone is available in front of the office.

Please note that the office cannot forward telephone calls made to the office number on to you.

(16)Mail

A mailbox is located next to the elevator on the 2<sup>nd</sup> floor of of the A · B Wings, and next to the elevator on the 1<sup>st</sup> floor of the C Wing. Messages and notices from the office are delivered to these mail boxes. Please use the office's mailbox when you wish to contact the office after office hours. Registered mail for which the recipient's signature is necessary will, however, be delivered directly to one's apartment. If the resident is away, the office may accept certain kinds of mail on the resident's behalf.

(17)Items for Loan

Vacuum cleaners, irons, and ironing boards, etc., are provided for the use of residents. Please ask at the office. This equipment is for shared use, so please return borrowed items promptly.

(18)Visitors

Non-residents are not permitted to stay overnight except when the non-resident is taking care of a resident who is ill. In such cases, please inform the office.

(19)Absence

When residents stay out overnight, they are asked to inform the office in advance so that they can be contacted in an emergency.

(20)Regular Delivery of Newspapers, Laundry, etc.

Residents are asked to arrange privately for the delivery of newspapers, laundry, etc., and to settle bills directly with the parties concerned.

(21) Prohibition of Motor Vehicles

Motor vehicles may not be brought onto the premises.

(22) Gate Lock

The gate to the parking area is locked from 11p.m. until 7a.m. of the following day.

**※The office will inform residents of any changes that may be made in these Rules and Regulations.**

## ○Osaka University International House Regulations

### (Establishment)

Article 1 Osaka University International House (hereinafter referred to as the “Main House”) and Osaka University International House, Suita (hereinafter referred to as the “Branch House”) shall be established within Osaka University (hereinafter referred to as the “University.”)

### (Purpose)

Article 2 The Main House and the Branch House shall be used by visiting scholars and international students; in this way, they will contribute to promoting international exchanges designed to enrich our country’s education and research.

### (Facilities of the Main House and Branch House)

Article 3 1. The dormitory for visiting research scholars (hereinafter referred to as the “Research Scholars’ Dormitory”) and the dormitory for international students (hereinafter referred to as the “International Students’ Dormitory”) and other facilities shall be established in the Main House. Accommodation for visiting research scholars (hereinafter referred to as “Research Scholars’ Accommodation”) shall be located in the Branch House.

2. Matters concerning the International Students’ Dormitory shall be set forth separately.

### (Directors of the Main House and Branch House)

Article 4 1. The Main House and Branch House shall each establish the position of Director; the Director of each house shall be its President.

2. The Director of the Main House and the Director of the Branch House shall handle all duties relating to those Houses.

### Article 5 Deleted

### (Main and Branch House Operations)

Article 6 Important issues relating to Main and Branch House operations will be discussed at the Housing Committee.

### (Eligibility for residence and use)

Article 7 1. People in the categories described below are eligible to live in the Research Scholars’ Dormitory:

(1) A single visiting scholar or visiting scholar accompanied by his/her family, who is



engaged in research and education at the University; or

(2) Individuals whom the Director of the Main House considers appropriate residents.

2. People in the categories described below may use the Research Scholars' Accommodation:

(1) A single visiting scholar or visiting scholar accompanied by his/her family, who is engaged in research and education at the University; or

(2) Individuals whom the Director of the Branch House considers appropriate residents.

(Period of residence or use)

Article 8 1. The period of residence in the Research Scholars' Dormitory ranges from 31 days to one year.

2. Research Scholars' Accommodation may be used for a maximum of 60 days; if the Director of the Branch House deems it necessary, this period may be extended.

(Application for residence or use)

Article 9 A person who wishes to live in the Research Scholars' Dormitory or use Research Scholars' Accommodation must apply for residence or submit a separate, appropriate form to the Director of the Main House or the Director of the Branch House, and obtain their approval.

(Approval for residence or use)

Article 10 When the Director of the Main House or the Director of the Branch House has decided to approve the residence or use applied for under the provisions of the preceding Article, he/she shall inform the relevant person to that effect.

(Usage fee, etc.)

Article 11 1. A person who is accepted as a resident (hereinafter referred to as the "Resident") or as a user (hereinafter referred to as the "User") must pay a separate usage fee.

2. Fees that have already been paid will not be refunded.

3. Residents must pay for water, heating and other utilities, in addition to the usage fee, by a predetermined date each month.

(Being responsible when using the facilities)

Article 12 Residents, users, their family members must try to maintain order in the Main House and Branch House taking care of the facilities, equipment, and furniture.

(Damages, etc.)

Article 13

When a Resident or user (or cohabiting member of his or her family) loses, damages, or defaces the facilities, equipment, or furniture in the Main House or Branch House for his or her own reasons, he/she must restore the damaged element to its original state or pay for the damages, as directed by the Director of the Main House or Branch House.

(Cancellation of approval)

Article 14 1. The Director of the Main House or the Director of the Branch House may withdraw a user's or student's right to live in or use a dormitory for any of the following reasons:

- (1) the Resident or User has not paid by the designated date the usage fee or any other fee listed as a requirement in Article 11;
- (2) the Resident, User, or a cohabiting family member has seriously disrupted the management of facilities in violation of Article 12, or is likely to do so;
- (3) the Resident or User does not fulfill his/her obligation to pay compensation for damages, as required in the preceding Article;
- (4) there is an unavoidable reason, such as facility renovations or matters relating to University operations.

2. The University shall not be liable for any damage that a Resident or User has sustained due to the withdrawal of his or her residency rights, as detailed in the preceding paragraph.

(Moving out)

Article 15 Under the following conditions, a Resident or User and his/her cohabiting family members must move out together:

- (1) when the permitted period of residence or use expires;
- (2) when he/she has lost eligibility for residence or use, as set forth in Article 7; or
- (3) when residency approval has been withdrawn, in accordance with the preceding Article.

(Procedures for moving out)

Article 16 When a Resident moves out, he/she must notify the Director of the Main House by submitting a departure notice based on the appropriate form (described elsewhere).

(Clerical work)

Article 17 Clerical work relating to the Main House and Branch House shall be handled by the Housing Division.

(Miscellaneous provisions)

Article 18 Important issues concerning the Main House and Branch House, in addition to those specified in the Regulations, will be discussed separately.

Supplementary provisions

These revisions will become effective on April 1, 2016.

○Detailed Rules on the Use of Osaka University International House

Article 1 These detailed rules have been drawn up in accordance with Article 18 of the Osaka University International House Regulations (hereinafter referred to as the “Regulations.”)

Article 2 1. The term “visiting scholar,” as defined in Item 1, Paragraph 1, Article 7 of the Regulations shall refer to an academic visitor in one the following categories:

- (1) a specially appointed visiting academic staff;
- (2) a specially appointed visiting researcher;
- (3) a visiting research scholar;
- (4) a research fellow; or
- (5) any individual who is accepted by the Director as a visiting scholar.

2. The “family” of a visiting scholar, referred to in Item 1, Paragraph 1, Article 7 of the Regulations refers to the spouse and/or child (children) of the visiting scholar.

Article 3 1. The application for residence (Appended Form 1) mentioned in Article 9 of the Regulations shall be submitted 180–30 days prior to the day on which the applicant intends to move in.

2. When the Director has approved an application for residence (as described in the preceding paragraph), he/she shall notify the applicant that his/her application has been successful (Appended Form 2).

Article 4 When the Director has withdrawn residency approval, in accordance with Article 14 of the Regulations, he/she shall notify the individual in question that it is no longer possible to become or remain a resident (Appended Form 3).

Article 5 1. If a resident intends to cohabit with family members, he/she must submit an application to live with his/her family to the Director (Appended Form 4). The procedures for moving in must be repeated if this new living arrangement requires a change of room.

2. When the Director has given an individual permission to live with his/her family members, he/she shall deliver a family residence permit (Appended Form 5) to this individual.

Article 6 1. When a resident is moving out, if the Director considers it necessary (to make time for necessary procedures or relocation), he/she may approve the extension of the permitted residence period up to additional 20 days including the last day of the original residence period.)

2. If a resident requests an extension of residence, as described above, he/she must submit an application for a residence extension (Appended Form 6) to the Director at least one month prior to the last day of the permitted residence period.

3. When the Director has approved the residence extension, he/she should deliver the permit for extended residence (Appended Form 7) to the person in question.

Article 7 When a resident moves out of the Research Scholars' Dormitory, in accordance with items (1) and (2) of Article 15 of the Regulations, he/she must notify the Director of his/her intention to move by submitting the appropriate form (Appended Form 8) at least one month prior to the intended departure date.

Article 8 1. Residents must not move from their assigned rooms to any other room, sublet their rooms, or use a room for any purpose other than residence, without permission.

2. Residents must not repair, renovate, or remodel a room, or otherwise change the room from its original state.

3. Residents must not move features or elements of a room or remove furniture.

4. When moving in and out, residents must either check the facilities, equipment, and furniture in their rooms, or allow the rooms to be inspected.

Article 9 Important issues concerning the use of Osaka University International House, in addition to those specified in the Detailed Rules, will be discussed separately by the Director.

#### Supplementary provisions

These revisions shall come into force as of April 1, 2016.

## ○Detailed Rules on the Residence of Osaka University

### (Purpose)

1. The purpose of the items is to contribute to the smooth conduct of business regarding residence at the Osaka University International House.

### (Qualifications for Residence)

2. In conformity with the provisions of Item 2, Paragraph 1, Article VII, Regulations for Osaka University International House (hereafter referred to as Regulations) the following persons shall be eligible for admission to the International House:

1. International researchers whether single or accompanied by their families, who are engaged in education or research at the National Museum of Ethnology.

2. Researchers of Japanese nationality, who have lived abroad for more than 10 years, and who have returned to Japan to temporarily engage in research and/or education at Osaka University for more than 31 days.

### (Application Procedure)

3 1. Persons continuing study/research/teaching at Osaka University after vacating the International House cannot apply for admission to the Osaka University International House.

2. A professor (or academic advisor) of a person who wants to reside in the International House may apply for admission on behalf of that person.

### (Permission for Residence)

4 1. A person who is accompanied by an infant under one year of age (one infant only) at the expected day of permission for residence may be eligible for admission to a Couple-type room.

2. Up to two rooms are available for researchers at the National Museum of Ethnology mentioned in 2-1 of the Items Agreed to Upon Residence.

### Supplementary provisions

1. These revisions will become effective on April 1, 2016.

2. “Items Agreed to Upon Residence” was abolished in accordance with the enforcement of these detailed rules.

## ○Detailed Rules on the Use of Shared Facilities And Equipment

1. The following persons are allowed to make use of the shared facilities and equipment :

- (1) Residents and their families
- (2) Other persons approved by the Director

2. The shared facilities and equipment may be used from Monday to Friday at the following times :

- Lobby 9:00 a.m. to 8:00 p.m.
- Multipurpose Room 9:00 a.m. to 5:00 p.m.
- Japanese-Style Room 9:00 a.m. to 5:00 p.m.

Facilities and equipment may not be used on Saturdays, Sundays, or national holidays

3. Those who take sole possession of and use the common facilities should submit an Application for Use of Shared Facilities and Equipment form (separate form) to the Director and receive permission beforehand.
4. If the Director grants use of shared facilities the Director will notify the applicant of such permission in writing(Permission for Use of Shared Facilities and Equipment).
5. The Director may withdraw permission or stop a meeting if a user breaks the present Internal Regulations.
6. If a user wants to change the time of a meeting or cancel it after permission has already been obtained, the user should notify the Director without delay and obtain approval of the changes.
7. Users responsible for loss or damage to the facilities and furnishings of the International House, must pay for such loss or damage, and restore the property to its original state, as required by the Director.

◦Detailed Rules for the Use of Osaka University International House, Suita

(Purpose)

Article 1 These detailed rules are set forth in accordance with Article 18 of the Osaka University International House Regulations (hereinafter called the “Regulations.”)

(Qualified person)

Article 2 The term, “visiting scholar” as defined in Item 1, Paragraph 2, Article 7 of the Regulations shall refer to an academic visitor in one of the following categories:

- (1) a specially appointed visiting academic staff;
  - (2) a specially appointed visiting researcher;
  - (3) a visiting research scholar;
  - (4) a research fellow;
  - (5) a visiting part-time lecturer;
  - (6) a scholar visiting the University to participate in events such as symposiums or seminars; or
  - (7) a scholar visiting the University to go on a tour or attend research meetings.
2. The “family” of a visiting scholar, referred to in Item 1, Paragraph 2, Article 7 of the Regulations shall refer to the spouse and/or child (children) of a visiting scholar.

(Procedures for use)

Article 3 A person wishing to extend the period of time that he/she may use Osaka University International House, Suita (hereinafter referred to as the “Branch House”) must submit a use permission request form (appended) in advance to obtain approval from the Director of the Branch House.

(Permission for the use)

Article 4 When the Director of the Branch House has authorized use by means of the use permission request form described in the preceding Article, he/she shall notify the applicant that his/her request has been successful.

(Changing or cancelling use)

Article 5 When a user wishes to change or cancel the use, he/she must promptly notify the Director of the Branch House to receive approval.

(Arrival/departure times)

Article 6 In principle, users should enter the Branch House between 2 p.m. and 4 p.m. on the first day of use and leave between 10 a.m. and 12 p.m. on the last date of use.

(Miscellaneous provisions)



Article 7 Important issues relating to the use of the Branch House, in addition to those specified in these Detailed Rules, shall be decided separately by the Director of the Branch House.

Supplementary provisions

These revisions shall come into force as of April 1, 2016.