

<I-Faculty House Regulations>

Section 1: General Outline

1. Purpose: The I-Faculty House is for the lodging of visiting international faculties.

2. Target Groups

- A. Non-Korean nationals who have been invited by Kyung Hee University(KHU) as visiting professors or researchers
- B. Faculty members from universities outside Korea that have been invited by KHU for approved activities, including teaching, research, conferences, etc.
- C. Other parties relevant to the medium and long-term development plans for the university, with permission from the dean of the Office of International Affairs

3. Rules: Residents of these facilities must follow the rules and regulations outlined here to the best of their ability and will be held responsible if found in violation.

4. Lodging Period Limitations: The total period of stay cannot exceed six months under regular circumstances. With permission from the dean of the Office of International Affairs, professors with extenuating circumstances can have their stay extended up to six months, for a total not exceeding one calendar year.

Section 2: Facilities

5. Lodging Classifications: The I-Faculty House has a total of nine rooms, including double and single occupancy rooms.

Room Type	Size	Specifics	Quantity	Room Number
Standard Single	30m ²	1 person per room (1 single bed)	1	#652
Standard Twin	40m ²	2 people per room (2 single beds)	3	#451, #551, #651
Deluxe Double	50m ²	2 people per room (1 double bed)	5	#653, #654, #655, #656, #657

6. Provided Furnishings

- A. The following furnishings are the only ones provided by KHU. Further furnishings and equipment are not provided.

Type	Specifics
Furniture	Bed (frame & mattress), desk, chair, bookshelf, dining table, bedside table, wardrobe, sofa (ONLY in Deluxe Double)
Household Appliances	TV/monitor, lamp, telephone, washing machine, refrigerator, microwave, vacuum cleaner
Electronics	Hair dryer, iron, rice cooker, hotplate, toaster
Kitchen Utensils	Cups, plates, cutlery, pots, pans
etc.	Dishwashing soap, laundry detergent, hand soap, towels, toilet paper, tissues, clothes drying rack, ironing board, full-length mirror

- B. No cleaning, washing or other housekeeping services are provided by the university.

Section 3: Payment

7. Costs and Fees: Accommodation fees for each room are listed below.

Room Type	Specifics	Room Number	Accommodation Fee
Standard Single	1 person per room (1 single bed)	#652	KRW 50,000/night
Standard Twin	2 people per room (2 single beds)	#451, #551, #651	KRW 60,000/night
Deluxe Double	2 people per room (1 double bed)	#653, #654, #655, #656, #657	KRW 70,000/night

8. Payment Method

A. All payments must be sent to the Office of International Affairs' bank account at least 24 hours prior to the beginning of the stay. If payment is not received or confirmed, reservation will be automatically canceled.

B. Fees must be paid via bank transfer to the account listed below.

Type	Specifics
Bank Account	HANA BANK 278-910015-84904
Account Holder	GLOBALCENTER-IFACULTY

C. If accommodation is requested for more than 30 days, payment can be made on a monthly basis.

Section 4: Reservations

9. Application Procedure: The I-Faculty House's reservations, changes in stay and cancellations are all handled through the inviting college and require a University Internal Memorandum (업무연락). The memorandum must be requested by the inviting department, which will be received, processed, and completed by the Office of International Affairs.

10. Required Documents: Following documents must be presented for the reservation.

- A. University Internal Memorandum (업무연락)
 - B. Application form (※ Form 1)
 - C. Written consent from the inviting institute or college (※ Form 2)
- ※ The invitation form and other documents may also be requested

11. Confirmation: Reservation is confirmed after receiving payment and the Office of International Affairs will issue a reservation confirmation.

12. Cancellation: No-show without notification will be charged for the full cost of the stay. If the guest decides to check out prior to the end of the reservation period, the cost of the remaining days in the initial reservation will be refunded, minus a surcharge amounting to 10% of the total cost of fees for the unused portion of the reservation.

Section 5: Checking-In and Out

13. Main Gate Opening Hour: Main gate of Orbis Hall, where the I-Faculty House is located, are stay opened refer to times below.

A. Weekdays: 05:30 AM ~ 11:00 PM

B. Weekends and holidays: Access prohibited

※ Guests are still able to access the gate with room key (ADT CAPS card) except hours above.

14. Receiving and Returning Keys

A. At least 1 day before check-in, staff from the inviting institution or college must visit the Office of International Affairs and receive a key for the assigned room. (※The key **must be received on a weekdays** – Unable to receive keys on weekends.

B. Receiving and returning keys are entirely the responsibility of the inviting college.

C. Check in assistance, when required, is entirely the responsibility of the inviting college or institution. The Office of International Affairs cannot assist with check-in procedures.

15. Checking-Out and Damages

A. Check-out is proceeded automatically when the contract expired.

B. If damaged furniture or facilities are found after check out, the guest or inviting department must pay compensation to cover the cost of repair. Driving a nail or screw into the wall of the room is considered as damage.

16. Loss and reissuing Room key: In case of a key lost, please visit the Office of International Affairs to reissue. The fee for a new key is KRW 10,000.

Section 6: Miscellaneous

17. Staying with Accompany

A. Only immediate family members are able to stay at the I-Faculty House with invitation, notified to Office of International Affairs in advance.

B. Usage of room is prohibited to age under 16.

C. No pets are allowed in the facilities.

18. Supplementary rules: Dean of the Office of International Affairs' permission is needed about unmentioned part in this Regulation.