

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

The University of Tokyo Regulation on the Use of the International Lodge / Oiwake Lodge

Approved by the Executive Vice President of UTokyo

Dated: November 25, 2010

Revised: October 23, 2012

Revised: November 15, 2018

Revised: October 7, 2022

Revised: October 26, 2023

1. This regulation stipulates the essentials for the use of the University of Tokyo International Lodge / Oiwake Lodge (hereinafter referred to as the “Lodge”) in accordance with the rules provided in Article 5 of the “University of Tokyo International Lodge Regulation”.
2. Eligibility for Use of the Lodge
 - International researchers engaging in research education at the University of Tokyo (hereinafter referred to as “UTokyo.”)
 - Japanese researchers residing overseas who have come to Japan to engage in research education at UTokyo
 - International researchers engaging in research education at National University Corporations other than UTokyo (if there are vacancies at that time at the Lodge)
 - Others permitted by the UTokyo Executive Vice President of Global Affairs or Vice President of UTokyo (hereinafter referred to as the “UTokyo Executive Vice President”) as being eligible.
3. Permitted Term of Stay at the Lodge
 - From a minimum of 14 days up to a maximum of 1 year.
4. Permission to Reside at the Lodge
 - The permission to reside at the Lodge will be determined by the UTokyo Executive Vice President.

- Those permitted to the Lodge will be issued the “Notification of Admission” by the UTokyo Executive Vice President.

5. Procedures for Application and Move-In

- Applicants are required to submit their applications to the UTokyo International Support Group through the head of their Faculty/Department.
- Those permitted to the Lodge will have to move-in within 7 days from the starting date of their permitted term of residence printed on their “Notification of Admission”.
- Those permitted to the Lodge will have to submit the designated forms of the “Registration” and “Pledge” to the Lodge Office at the time of their move-in date to the Lodge.

6. Cancellation of Permission

- The UTokyo Executive Vice President holds the right to cancel a resident’s permission to reside at the Lodge if the said person does not fulfill one’s obligations as the following:
 - (1) if the resident does not move into the Lodge within the designated period provided in Item 5 above without sufficiently good reason thereof;
 - (2) if the resident does not fulfill the payment of the accommodation fees by the said due date regardless of the repeated request made by the Lodge;
 - (3) if the resident has caused serious damage to the management/operation of the Lodge by ways of infringing the rules provided in Item 11 below;
 - (4) if the resident does not cease their acts of harassment, intimidation, or infringement of the human rights of others during their stay at the dorm in violation of the provision specified in Item 12 below regardless of the repetitive warning given by the Executive Vice President; and
 - (5) if the resident does not fulfill their obligations to compensate the damages and losses stated in Item 13 below.
- Those whose permission to reside at the Lodge have been cancelled will need to leave the Lodge within 7 days from the date of notification thereof.

7. Accommodation Fees, etc.

- Residents will be charged the accommodation fees given in the chart below in addition to the utility fees and common service fees of the Lodge.

8. Payment of the Bill

- Residents need to pay the amount billed by the due date written on the payment slip. All amounts paid will not be reimbursed under any circumstances.

- If a resident is to move into or out of the Lodge on a date in between the start/end of the month, the accommodation fees thereof will be prorated by ways of calculating the fees by multiplying the daily fee with the number of stays at the Lodge for the said month.

9. Departure from the Lodge

- Residents are required to submit the “Notification of Departure” to the UTokyo Asset Planning Group (Lodge Office) by no later than 14 days prior to their actual date of departure from the Lodge. However, this regulation is not applicable to those whose permit to the Lodge has been cancelled.

10. Usage of the Common Facilities of the Lodge

- The common facilities of the Lodge can only be used by those who have gained permit either from a Lodge resident or the Director of the Lodge and who have sought and gained the necessary permit from the UTokyo Property Management Group.
- The university holds the right to prohibit and cancel the use of the Lodge common facilities in the case the user causes serious damages to the common facilities of the Lodge.

11. Maintaining the Order within the Lodge

- Residents are required to cooperate in maintaining the order within the Lodge as well as the maintenance of its facilities and equipment in order to keep them in good shape.

12. Mutual Respect for Human Rights

Residents must mutually respect the human rights of others including all persons working for the management and operation at the dorm, based on the provisions with regards to respecting the basic human rights of each university member specified in the [“The University of Tokyo Charter”](#) and [“The University of Tokyo Statement on Diversity & Inclusion”](#).

13. Compensation of Damages and Losses

- Residents must restore any damages or losses caused to the facilities or equipment, etc. of the Lodge to its original state or compensate for any payments incurred thereof in accordance with the instructions of the university.

14. Miscellaneous

- Residents are required to fill out and submit the designated forms by the University to the Lodge Office as requested.

Supplementary Provisions

These regulations shall come into force on November 25, 2010.

Supplementary Provisions

These regulations shall come into force on October 1, 2012.

Supplementary Provisions

These regulations shall come into force on September 1, 2019.

Supplementary Provisions

These regulations shall come into force on November 1, 2022.

Supplementary Provisions

These regulations shall come into force on December 1, 2023.

■Table of the Accommodation Fees at the Oiwake Lodge

Status Room Type	International Researchers	
	Monthly Amount	Daily Rate
Single Use	JPY 91,000	JPY 3,030 yen