

# National Taiwan University of Arts

## Exchange Student Guide for 2019/2020 Exchange Application

### A. Application Timetable

Process	Fall Semester, 2019	Spring Semester, 2020
Nomination by partner university	March 1 - April 15	Sept. 15 - Oct. 30
Application submission	March 1 - April 15	Sept. 15 - Oct. 30
Application deadline (according to postmark)	April 15	Oct. 30
Public notice of admissions	Before June 1	Before Dec. 15
Enrollment at NTUA	Sept. 2019	Feb. 2020

### B. Eligibility and Documents

#### a. Eligibility

1. The Foreign Exchange Program is open to non-ROC citizens only.
2. Applicants should be first nominated by the universities which have signed the foreign student exchange agreement with NTUA.
3. Applicants should submit applications in accordance with this Guide.
4. Applicants should submit all the documents indicated in the Checklist below. Those whose applications are not complete will lose qualifications to apply.

#### b. Application Documents

##### 1. Required hard copy application:

Additional documents required by relevant department	
A portfolio of artworks	In accordance with specific requirements of relevant departments (Please see appendix A)
Other supportive documents	
Chinese proficiency certificate	

Mailing address:

Office of International Affairs, National Taiwan University of Arts

No. 59, Da-guan Rd., Sec. 1, Banqiao Dist., New Taipei City, Taiwan, R.O.C. Zip code: 22058

Tel: +886-(0)2-2272-2181 ext. 1923

##### 2. Required electronic files:

ITEM	NOTE
Nomination Letter for Exchange Study (Attachment #1)	Sent directly from home institution
Application form (Attachment #2)	Typed
Photocopy of Student Card	In JPG or JPEG format
Photocopy of Passport	In JPG or JPEG format
Headshot photo	In JPG or JPEG format For Student ID Card at NTUA

All documents should be sent to [international@ntua.edu.tw](mailto:international@ntua.edu.tw) before the deadline.

### **C. Admission Quota**

- a. The NTUA, in accordance with the foreign student exchange agreement signed with its partner university, offers admission to one or two foreign exchange students for each semester.
- b. Student's application, including all required documents and supplemental materials, will be reviewed and evaluated by relevant department or institute to determine the application result.

### **D. Admission Process**

- a. NTUA's partner universities nominate one or two qualified and interested students to NTUA.
- b. The nominated students submit applications, which will be reviewed and evaluated by relevant department or institute, to NTUA.
- c. For admitted students, the NTUA will send the admission letter to their home universities.
- ※ The admission letter is an important document for students to apply visa to enter Taiwan.

### **E. Tuition and Accommodation**

#### **a. Tuition**

1. The tuition fee, which is set primarily based on the foreign student exchange agreement signed by the NTUA and its partner institutes, will be announced at the beginning of each semester.
2. The Music or Chinese Music majors who take musical instrument classes should pay extra fee. (Undergraduate: NT\$12,300 per semester; graduate: NT\$14,940 per semester.)

#### **b. Credit fee**

1. An exchange student, who would enroll in a Full-time study program, is not allowed to take any courses offered by Continuing-Education program.
2. An undergraduate exchange student is not allowed to take any course of a graduate program.
3. A graduate exchange student who take an undergraduate course should pay the credit fee of NT\$ 1,040 per credit for undergraduate courses.

#### **c. Accommodation**

1. For safety concern, the NUTA provide on-campus accommodation for exchange students.
2. The on-campus accommodation fee is NT\$ 9,500 per semester per student.
3. If students want to live off-campus, he/she should submit the Letter of Consent for Off-campus Accommodation to NTUA before his/her departure to Taiwan.

## **F. Other Information and rules**

### **a. Rules**

1. Exchange students should comply with the NTUA rules and the R.O.C. laws.
2. The exchange student, before travelling to Taiwan, should take out private health insurance which provides the holder with medical coverage during the period of his/her study at the NTUA. Please carefully check the coverage and terms of payment or reimbursement stated in your insurance contract.
3. All exchange student should take at least 1 course per semester
4. The NTUA will send an official copy of transcript and a certificate of exchange to the exchange student who has completed all course(s) of the semester for exchange study.
5. For safety concern, the NTUA provides on-campus accommodation for each exchange student; those who choose off-campus accommodation should keep alert on personal safety issues.

### **b. Miscellaneous notes**

1. Admitted students will receive the NTUA's detailed instructions on how to go through registration processes and deal with related issues.
2. The NTUA will arrange health check for incoming exchange students, including chest X-ray, MMR antibody blood test, etc.
3. For any questions, please contact us at [international@ntua.edu.tw](mailto:international@ntua.edu.tw)

**For other matters not covered in this Guide, please refer to relevant NTUA rules.  
In case of any discrepancy, Chinese version shall prevail.**

## Appendix A

### Additional Application Requirements of Individual Department/Graduate School for Exchange Students, Autumn 2019 and Spring 2020

#### I. Department/graduate schools opening to international students and their application requirements for admission

Applicants please be sure to read the “NTUA Instruction to Autumn 2019 and Spring 2020 Incoming Exchange Students” before checking the specific requirements of applied program. In case where the application is canceled due to incomplete, late, or unqualified application documents, the responsibility for this lies with the student who makes the application.

#### II. Pages to the departments/graduate institute

Bachelor		Master		Ph.D	
Department	Page	Department	Page	Department	Page
Fine Arts	2	Fine Arts	9	Fine Arts	18
Painting and Calligraphy Arts	2	Painting and Calligraphy Arts	9	Painting and Calligraphy Arts	18
Sculpture	3	Sculpture	10	Creative Industry Design	19
Architecture Conservation	3	Architecture Conservation	10	Performing Arts	19
Crafts and Design	4	Crafts and Design	11	Arts Management and Cultural Policy	20
Multi-media and Animation Arts	4	Multi-media Arts	11		
Visual Communication Design	5	Animation Arts	12		
Graphic Communication Arts	5	Visual Communication Design	12		
Motion Picture	6	Graphic Communication Arts	13		
Radio and Television	6	Motion Picture	13		
Drama	7	Radio and Television	14		
Music	7	Drama	14		
Chinese Music	8	Music	15		
Dance	8	Chinese Music	15		
		Dance	16		
		Arts Management and Cultural Policy	16		
		Arts and Humanities Instruction	17		

III. Specific admission requirements of individual department/graduate institute

Department/ Graduate Institute		Fine Arts Bachelor Program	Painting and Calligraphy Arts Bachelor Program
Application Documents	<u>Electric Files</u>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Photocopy of Passport</li> <li>3. Photocopy of Student Card, or certification of being a student</li> <li>4. Headshot Photo</li> </ol>	
	<u>Printed Files</u>	<ol style="list-style-type: none"> <li>1. Self-introduction</li> <li>2. An album of personal works made for specified subjects, composed of 15 photos of the works. Each photo is numbered and marked with title, size, materials, and year of creation.</li> </ol>	An album of personal works made for specified subjects, composed of 15 photos of the works. Each photo is numbered and marked with title, size, materials, and year of creation.
<b>Note</b>		N/A	Please submit Chinese Proficiency if you are not a native speaker of Chinese.

Department/ Graduate Institute		Sculpture Bachelor Program	Architecture Conservation Bachelor Program
<b>Application Documents</b>	<b><u>Electric Files</u></b>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Photocopy of Passport</li> <li>3. Photocopy of Student Card, or certification of being a student</li> <li>4. Headshot Photo</li> </ol>	
	<b><u>Printed Files</u></b>	<ol style="list-style-type: none"> <li>1. Study Plan</li> <li>2. An album of personal works made for specified subjects.</li> </ol>	<ol style="list-style-type: none"> <li>1. Study Plan</li> <li>2. An album of personal works made for specified subjects.</li> </ol>
<b>Note</b>		<p>Please submit Chinese Proficiency if you are not a native speaker of Chinese</p> <p>You should take at least 1 course in this enrolled department.</p>	<p>Please submit Chinese Proficiency if you are not a native speaker of Chinese.</p> <p>Interview required if it is needed.</p>

Department/ Graduate Institute		Crafts and Design Bachelor Program	Multi-media and Animation Arts Bachelor Program
Application Documents	<u>Electric Files</u>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Photocopy of Passport</li> <li>3. Photocopy of Student Card, or certification of being a student</li> <li>4. Headshot Photo</li> </ol>	
	<u>Printed Files</u>	<ol style="list-style-type: none"> <li>1. Self-introduction</li> <li>2. Transcript</li> <li>3. An album of personal works made for specified subjects.</li> </ol>	<ol style="list-style-type: none"> <li>1. Portfolio. (Print out)</li> <li>2. Portfolio. (in DVD disc)</li> </ol>
<b>Note</b>		Please submit Chinese Proficiency, CEFR B1 or above, if you are not a native speaker of Chinese	N/A

Department/ Graduate Institute		Visual Communication and Design Bachelor Program	Graphic Communication Arts Bachelor Program
Application Documents	<u>Electric Files</u>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Photocopy of Passport</li> <li>3. Photocopy of Student Card, or certification of being a student</li> <li>4. Headshot Photo</li> </ol>	
	<u>Printed Files</u>	Portfolio	Portfolio
<b>Note</b>		Interview required if it is needed.	You should take at least 2 courses in this enrolled department.



Department/ Graduate Institute		Motion Picture Bachelor Program	Radio and Television Bachelor Program
Application Documents	<u>Electric Files</u>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Photocopy of Passport</li> <li>3. Photocopy of Student Card, or certification of being a student</li> <li>4. Headshot Photo</li> </ol>	
	<u>Printed Files</u>	<ol style="list-style-type: none"> <li>1. Self-introduction.</li> <li>2. Study Plan.</li> <li>3. Other additional documents.</li> </ol>	Any additional documents.
<b>Note</b>		Please submit Chinese Proficiency, CEFR B2 or above, if you are not a native speaker of Chinese	N/A

Department/ Graduate Institute		Drama Bachelor Program	Music Bachelor Program
Application Documents	<u>Electric Files</u>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Photocopy of Passport</li> <li>3. Photocopy of Student Card, or certification of being a student</li> <li>4. Headshot Photo</li> </ol>	
	<u>Printed Files</u>	<ol style="list-style-type: none"> <li>1. Self-introduction.</li> <li>2. Study Plan.</li> <li>3. Other additional documents, such as professional performs.</li> </ol>	<ol style="list-style-type: none"> <li>1. Self-introduction in Chinese.</li> <li>2. Personal performance records. (In DVD disc)</li> </ol>
Note		N/A	N/A

Department/ Graduate Institute		Chinese Music Bachelor Program	Dance Bachelor Program
Application Documents	<u>Electric Files</u>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Photocopy of Passport</li> <li>3. Photocopy of Student Card, or certification of being a student</li> <li>4. Headshot Photo</li> </ol>	
	<u>Printed Files</u>	<ol style="list-style-type: none"> <li>1. Self-introduction in Chinese.</li> <li>2. Personal performance records in recent 3 years. (In DVD disc)</li> <li>3. Other additional documents.</li> </ol>	<p>A DVD of personal performances, including followed:</p> <ol style="list-style-type: none"> <li>1. Combining basic dance moves of ballet, Chinese dance, and modern dance within 10 minutes.</li> <li>2. Self-selected dance for 3 to 5 minutes.</li> </ol>
Note		N/A	N/A

Department/ Graduate Institute		Fine Arts Master Program	Painting and Calligraphy Arts Master Program
Application Documents	<u>Electric Files</u>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Photocopy of Passport</li> <li>3. Photocopy of Student Card, or certification of being a student</li> <li>4. Headshot Photo</li> </ol>	
	<u>Printed Files</u>	<ol style="list-style-type: none"> <li>1. An album of personal works made for specified subjects, composed of 15 photos of the works. Each photo is numbered and marked with title, size, materials, and year of creation.</li> <li>2. Self-introduction in Chinese.</li> <li>3. Study plan of master thesis</li> </ol>	<ol style="list-style-type: none"> <li>1. Self-introduction</li> <li>2. Study Plan</li> <li>3. An album of personal works made for specified subjects, composed of 15 photos of the works. Each photo is numbered and marked with title, size, materials, and year of creation.</li> </ol>
Note		N/A	Please submit Chinese Proficiency if you are not a native speaker of Chinese.

Department/ Graduate Institute		Sculpture Master Program	Architecture Conservation Master Program
Application Documents	<u>Electric Files</u>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Photocopy of Passport</li> <li>3. Photocopy of Student Card, or certification of being a student</li> <li>4. Headshot Photo</li> </ol>	
	<u>Printed Files</u>	<ol style="list-style-type: none"> <li>1. Study Plan</li> <li>2. An album of personal works made for specified subjects.</li> </ol>	<ol style="list-style-type: none"> <li>1. Study Plan</li> <li>2. An album of personal works made for specified subjects.</li> </ol>
<b>Note</b>		<p>Please submit Chinese Proficiency if you are not a native speaker of Chinese</p> <p>You should take at least 1 course in this enrolled department.</p>	<p>Please submit Chinese Proficiency if you are not a native speaker of Chinese.</p> <p>Interview required if it is needed.</p>

Department/ Graduate Institute		Crafts and Design Master Program	Multi-media and Animation Arts Master Program of Multi-media Arts
Application Documents	<u>Electric Files</u>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Photocopy of Passport</li> <li>3. Photocopy of Student Card, or certification of being a student</li> <li>4. Headshot Photo</li> </ol>	
	<u>Printed Files</u>	<ol style="list-style-type: none"> <li>1. Self-introduction</li> <li>2. Transcript</li> <li>3. An album of personal works made for specified subjects.</li> </ol>	<ol style="list-style-type: none"> <li>1. Portfolio. (Print out)</li> <li>2. Portfolio. (in DVD disc)</li> </ol>
<b>Note</b>		Please submit Chinese Proficiency, CEFR B1 or above, if you are not a native speaker of Chinese	N/A

Department/ Graduate Institute		Multi-media and Animation Arts Master Program of Animation Arts	Visual Communication and Design Master Program
Application Documents	<u>Electric Files</u>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Photocopy of Passport</li> <li>3. Photocopy of Student Card, or certification of being a student</li> <li>4. Headshot Photo</li> </ol>	
	<u>Printed Files</u>	<ol style="list-style-type: none"> <li>1. Portfolio. (Print out)</li> <li>2. Portfolio. (in DVD disc)</li> </ol>	Portfolio
<b>Note</b>		N/A	Interview required if it is needed.

Department/ Graduate Institute		Graphic Communication Arts Master Program	Motion Picture Master Program
Application Documents	<u>Electric Files</u>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Photocopy of Passport</li> <li>3. Photocopy of Student Card, or certification of being a student</li> <li>4. Headshot Photo</li> </ol>	
	<u>Printed Files</u>	<ol style="list-style-type: none"> <li>1. Self-introduction</li> <li>2. Study Plan</li> <li>3. Portfolio or other additional documents</li> </ol>	<ol style="list-style-type: none"> <li>1. Self-introduction</li> <li>2. Study Plan</li> <li>3. Other additional documents</li> </ol>
<b>Note</b>		You should take at least 1 course in this enrolled department.	Please submit Chinese Proficiency, CEFR B2 or above, if you are not a native speaker of Chinese



Department/ Graduate Institute		Radio and Television Master Program	Drama Master Program
Application Documents	<u>Electric Files</u>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Photocopy of Passport</li> <li>3. Photocopy of Student Card, or certification of being a student</li> <li>4. Headshot Photo</li> </ol>	
	<u>Printed Files</u>	Other additional documents.	<ol style="list-style-type: none"> <li>1. Self-introduction</li> <li>2. Study Plan</li> <li>3. Other additional documents, such as professional performs.</li> </ol>
Note		N/A	N/A

Department/ Graduate Institute		Music Master Program	Chinese Music Master Program
Application Documents	<u>Electric Files</u>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Photocopy of Passport</li> <li>3. Photocopy of Student Card, or certification of being a student</li> <li>4. Headshot Photo</li> </ol>	
	<u>Printed Files</u>	<ol style="list-style-type: none"> <li>1. Self-introduction in Chinese</li> <li>2. Personal performing records. (in DVD disc)</li> </ol>	<ol style="list-style-type: none"> <li>1. Self-introduction in Chinese.</li> <li>2. Study Plan in Chinese</li> <li>3. Personal performance records in recent 3 years. (In DVD disc)</li> <li>4. Other additional documents.</li> </ol>
Note		N/A	N/A

Department/ Graduate Institute		Dance Master Program	Graduate school of Arts Management and Cultural Policy Master Program
Application Documents	<u>Electric Files</u>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Photocopy of Passport</li> <li>3. Photocopy of Student Card, or certification of being a student</li> <li>4. Headshot Photo</li> </ol>	
	<u>Printed Files</u>	<p>A DVD of personal performances, including followed:</p> <ol style="list-style-type: none"> <li>1. Combining professions moves within 10 minutes.</li> <li>2. Self-selected dance for 3 to 5 minutes.</li> </ol>	<ol style="list-style-type: none"> <li>1. Self-introduction in Chinese</li> <li>2. Study Plan in Chinese</li> </ol>
Note		N/A	<p>Interview required if it is needed.</p> <p>You should take at least 1 course in this enrolled department.</p> <p>There is 1 course taught in English in this department.</p>

<b>Department/ Graduate Institute</b>		<b>Graduate school of Arts and Humanities Instruction Master Program</b>		
<b>Application Documents</b>	<b><u>Electric Files</u></b>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Photocopy of Passport</li> <li>3. Photocopy of Student Card, or certification of being a student</li> <li>4. Headshot Photo</li> </ol>		
	<b><u>Printed Files</u></b>	<ol style="list-style-type: none"> <li>1. Self-introduction in Chinese</li> <li>2. Study Plan in Chinese</li> <li>3. Other additional Documents</li> </ol>		
<b>Note</b>		You should take at least 1 course in this enrolled department.		

Department/ Graduate Institute		Fine Arts Graduate School of Contemporary Visual Culture Ph.D	Painting and Calligraphy Arts Ph.D.
Application Documents	<u>Electric Files</u>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Photocopy of Passport</li> <li>3. Photocopy of Student Card, or certification of being a student</li> <li>4. Headshot Photo</li> </ol>	
	<u>Printed Files</u>	<ol style="list-style-type: none"> <li>1. Self-introduction in Chinese (within 2 pages)</li> <li>2. Study Plan in Chinese (2 to 3 pages)</li> <li>3. Additional Documents, such as research paper, accomplishments.</li> <li>4. Portfolio.</li> </ol>	<ol style="list-style-type: none"> <li>1. Self-introduction</li> <li>2. Study plan of master thesis.</li> <li>3. An album of personal works made for specified subjects, composed of 15 photos of the works. Each photo is numbered and marked with title, size, materials, and year of creation.</li> </ol>
Note		N/A	Please submit Chinese Proficiency if you are not a native speaker of Chinese.

Department/ Graduate Institute		Graduate School of Creative Industry Design Ph.D	College of Performing Arts Ph.D.
Application Documents	<u>Electric Files</u>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Photocopy of Passport</li> <li>3. Photocopy of Student Card, or certification of being a student</li> <li>4. Headshot Photo</li> </ol>	
	<u>Printed Files</u>	<ol style="list-style-type: none"> <li>1. Master thesis or Reports</li> <li>2. Self-introduction.</li> <li>3. Study Plan.</li> </ol>	<ol style="list-style-type: none"> <li>1. Self-introduction</li> <li>2. Study Plan</li> <li>3. Master thesis or Reports.</li> <li>4. Additional Documents, such as research paper, accomplishments.</li> </ol>
Note		N/A	Please submit Chinese Proficiency if you are not a native speaker of Chinese.

<b>Department/ Graduate Institute</b>		<b>Graduate school of Arts Management and Cultural Policy Ph.D</b>		
<b>Application Documents</b>	<b><u>Electric Files</u></b>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Photocopy of Passport</li> <li>3. Photocopy of Student Card, or certification of being a student</li> <li>4. Headshot Photo</li> </ol>		
	<b><u>Printed Files</u></b>	<ol style="list-style-type: none"> <li>1. Self-introduction in Chinese</li> <li>2. Study Plan in Chinese</li> </ol>		
<b>Note</b>		<p>Interview required if it is needed. You should take at least 1 course in this enrolled department.</p>		