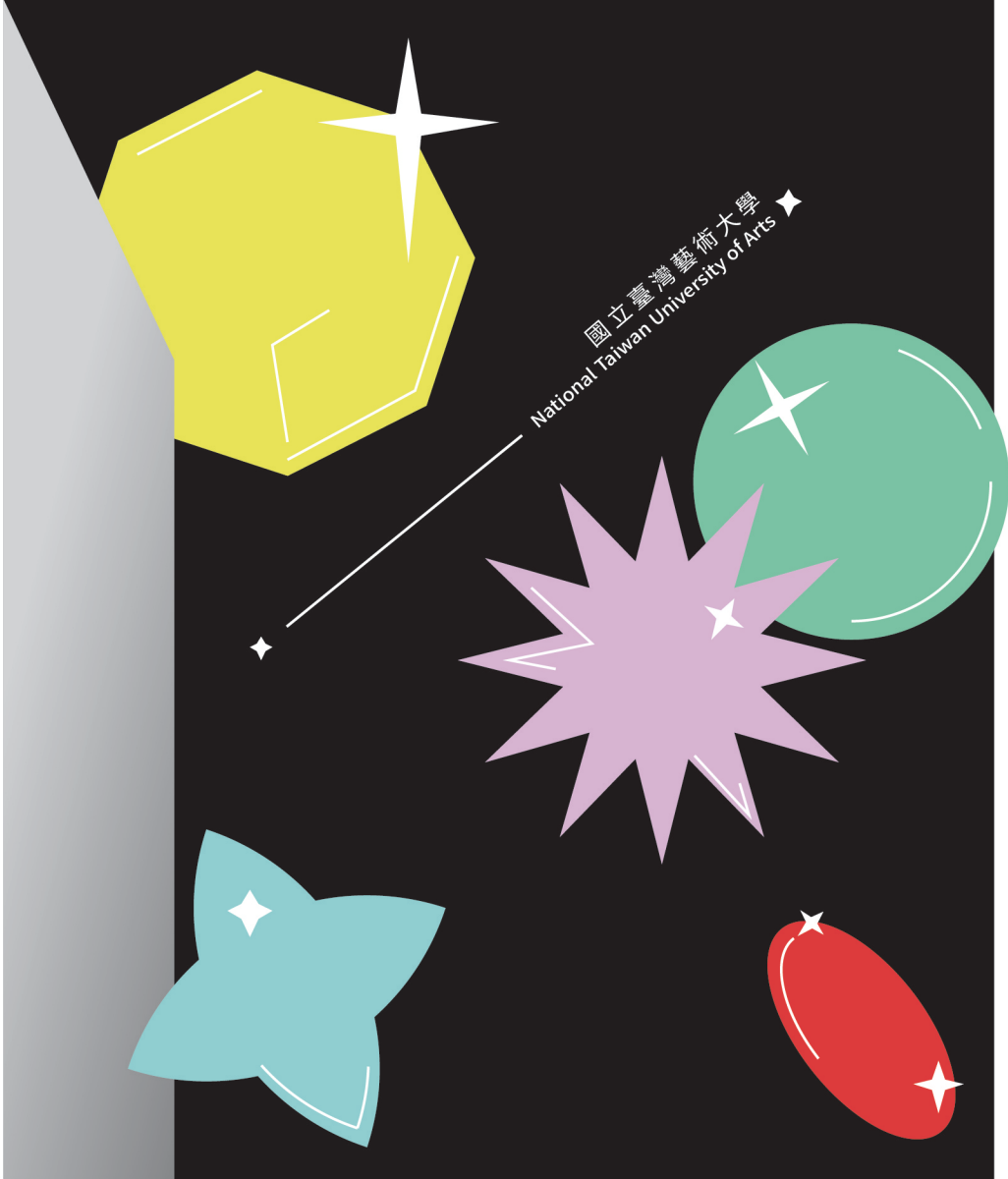
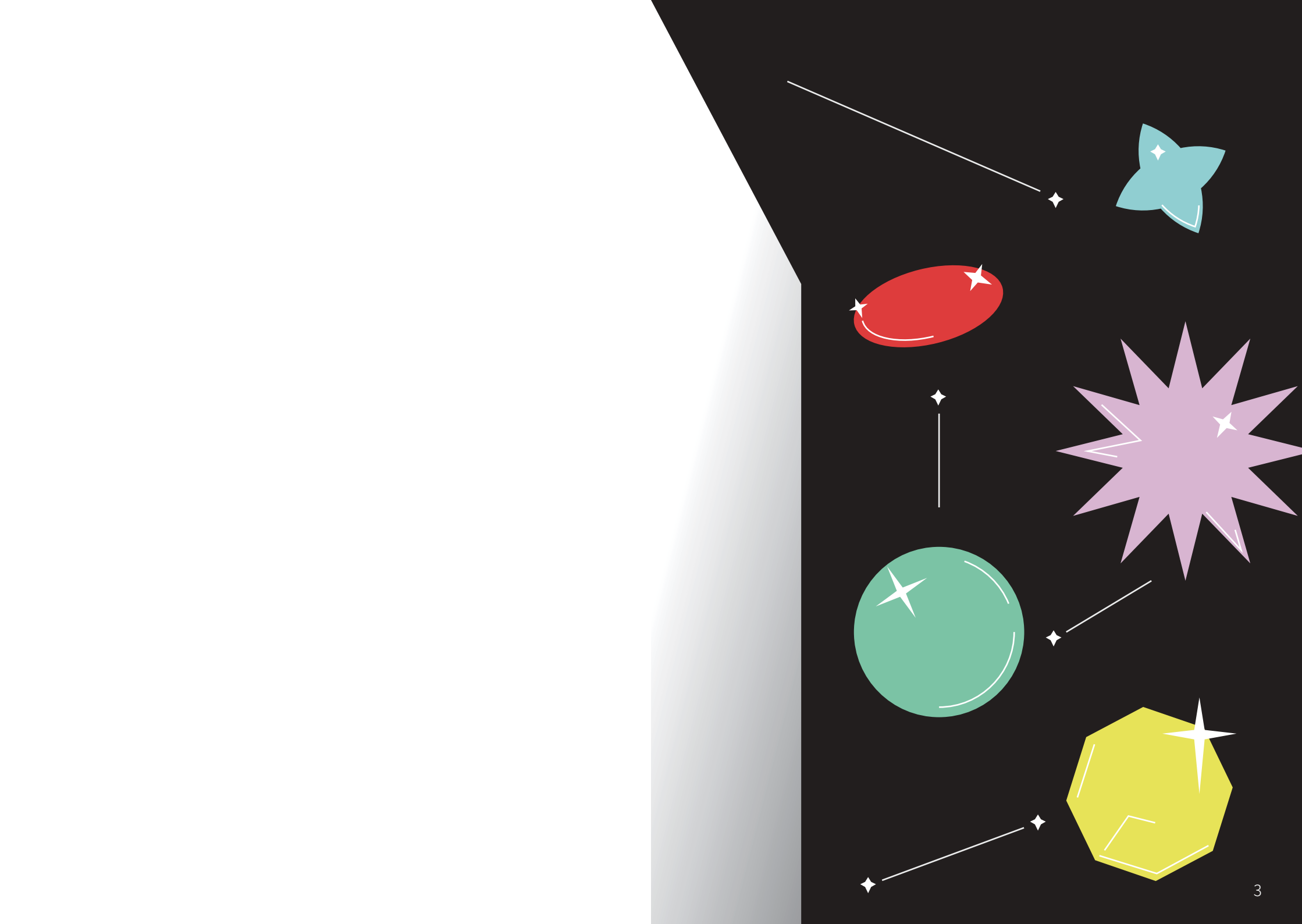


exchange  
student  
handbook  
2023

111-2 學期

交換生 ✦  
學生手冊





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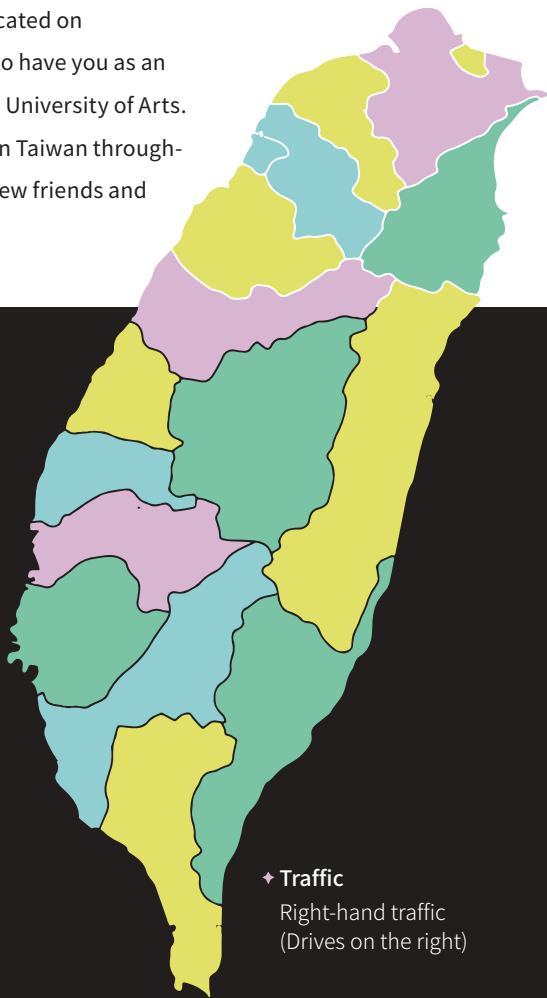
## End of Exchange

# 0

## Introduction

### About Taiwan

Taiwan is a beautiful island nation located on the west Pacific Rim. We are excited to have you as an exchange student at National Taiwan University of Arts. We hope you have a wonderful time in Taiwan throughout your exchange period, meeting new friends and gaining new experience.



#### ◆ Land Area

35,883 square km

#### ◆ Population

23,550,077 people

#### ◆ Time Zone

GMT+8, no daylight saving time

#### ◆ Cities

Capital: Taipei City  
Most populated city: New Taipei City

#### ◆ Currency

New Taiwan Dollar (TWD)

#### ◆ Country Code

+886

#### ◆ Language

Official: Mandarin Chinese  
Others: Taiwanese(Hokio), Hakka and aboriginal languages

#### ◆ Traffic

Right-hand traffic  
(Drives on the right)

#### ◆ Religions

Buddism, Taoism, Christian,  
Catholic, Islam and etc.

## 1 Introduction



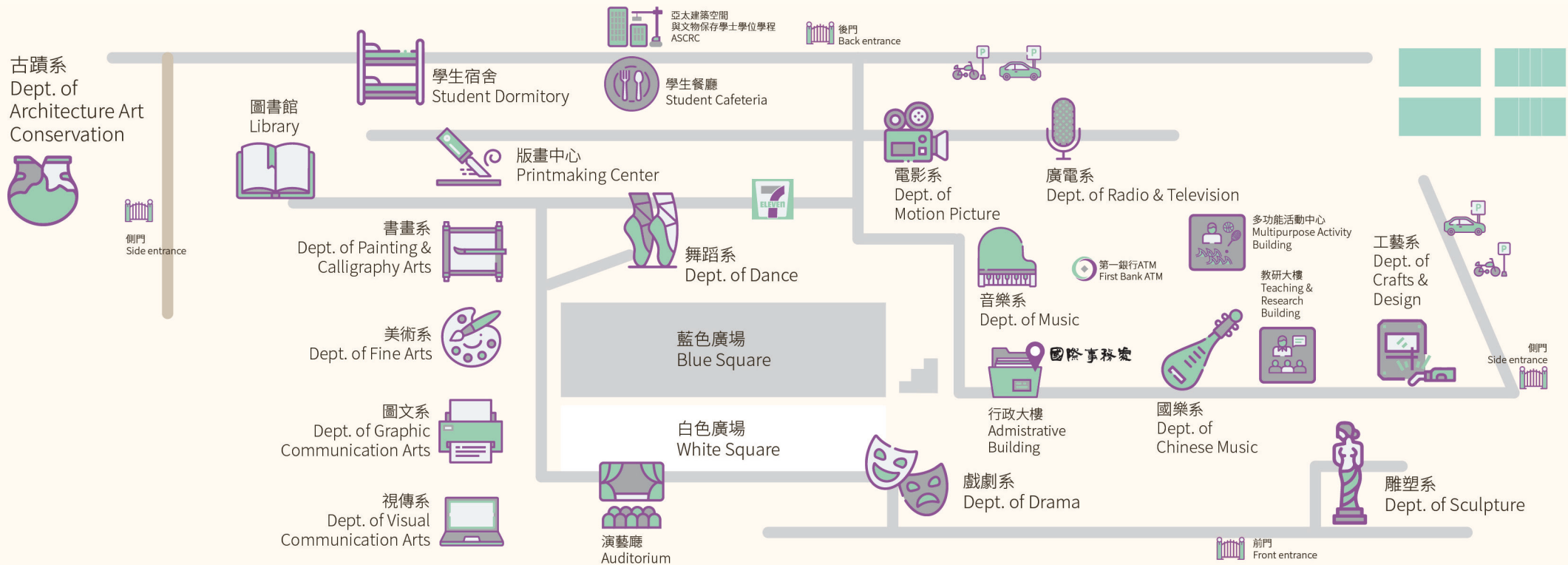
### National Taiwan University of Arts (NTUA)

This school, formerly known as the National School of Arts, was founded on October 31, 1955. It was restructured and upgraded continuously throughout the years and was renamed as National Taiwan University of Arts on August 1st, 1990.

With a history of over half a century, NTUA's development has been tantamount to writing a book on contemporary art history in Taiwan. As the oldest higher-level art institute in Taiwan, NTUA can truly be described as the hub of art education in Taiwan, providing the most specialized academic discipline distribution flow.

NTUA has cultivated numerous outstanding alumni over the years, including well-known Oscars Best Director's Award winner Ang Lee and many other successful musicians, artists, and designers. Their exceptional performances are not only the pride of their alma mater but also a display of the contribution of this school toward art education.





## Office of International Affairs (OIA)

Looking at the global landscape through the lens of artistic creativity, we actively encourage the globalization of art education. The OIA has established sister school relationships with outstanding institutions of various countries around the world to set the groundwork for academic collaborations and cultural exchanges with universities abroad.

In addition to assisting teachers and students in going to foreign schools to study and perform, the Office also actively recruits international exchange students to study and conduct research in our school. The OIA hopes that cooperation and interaction between Taiwanese students and foreign students will broaden students' horizons and foster multicultural perspectives, thereby achieving our goal of internationalizing art education.

## 國際事務處

Office of International Affairs

OFFICE HOURS | MONDAY – FRIDAY 08:30-12:00, 13:30-17:00

LOCATION | Administration Building 1F

E-MAIL | [international@ntua.edu.tw](mailto:international@ntua.edu.tw)

PHONE | 02-22722181 internal 1923

WEBSITE | <http://international.ntua.edu.tw>



## Administrative Offices

### ◆ DIVISION of REGISTRATION

Courses enrollment, courses drop, and transcripts.

#### OFFICE HOURS:

[MON. – FRI.] 08:30-12:00, 13:30-17:00

**LOCATION:** 2F, Administrative Building

**PHONE:** 02-22722181 internal 1114

### ◆ DIVISION of MILITARY TRAINING AND LIFE GUIDANCE

School dormitory and campus security.

**OFFICE HOURS:** [MON. – FRI.] 08:00-21:00

**LOCATION:** 1F, Administrative Building

**PHONE:** 02-22722181 internal 1951

### ◆ HEALTH CARE CENTER

Accident, injury, and emergency treatment

**OFFICE HOURS:** [MON. – FRI.] 08:00-18:00

**LOCATION:** 1F, Administrative Building

**PHONE:** 02-22722181 internal 1350

### ◆ STUDENT COUNSELING CENTER ◆

In the process of growth, there will inevitably be times when we feel confused. We will also encounter difficulties or feel a sense of powerlessness in real life. The Student Counseling Center is here to share and explore with you: self-understanding, the meaning of life, emotional distress, adapting to daily life, emotional confusion, interpersonal relationships, career planning, and so forth.

#### OFFICE HOURS:

[MON. – FRI.] 08:30-12:00, 13:30-17:00

#### LOCATION:

2F, Dahan Building (Above Student Cafeteria)

**PHONE:** 02-22722181 internal 1451

### ◆ DIVISION of CASHIER ◆

Tuitions, all kinds of fees collecting and management.

#### OFFICE HOURS:

[MON. – FRI.] 08:00-12:00, 13:30-17:30

**LOCATION:** 3F, Administrative Building

**PHONE:** 02-22722181 internal 1250

### ◆ LIBRARY

**PHONE:** 02-22722181 internal 1709

**WEBSITE:** <https://lib.ntua.edu.tw/>

#### OPENING HOURS:

Area	MON. – FRI.	SAT.	SUN.
Reading area	08:30 – 22:00	09:00 – 17:00	09:00 – 17:00
Searching area	08:30 – 22:00	09:00 – 17:00	09:00 – 17:00
Multimedia	12:00 – 20:00	12:00 – 15:00	12:00 – 15:00

\*Hours in winter and summer vacations may vary.

### ◆ MULTIPURPOSE ACTIVITY CENTRE

Badminton Court, Table Tennis Court, Gym, Swimming Pool

**OPENING HOURS:** Please visit the official website for more information.

**LOCATION:** Multipurpose Activity Centre

**PHONE:** 02-22722181 internal 2472

**WEBSITE:** <http://pec.ntua.edu.tw/>

### ◆ COMPUTER CENTER

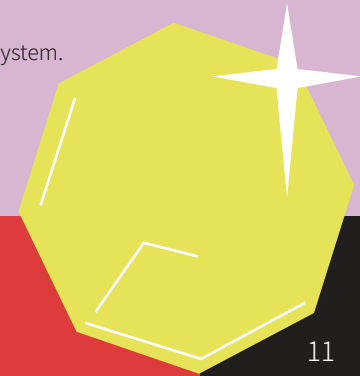
Campus internet, WiFi, school administrative system, and email system.

**OFFICE HOURS:** [MON. – FRI.] 08:30-12:00, 13:30-17:30

**LOCATION:** 8F, Teaching and Researching Building

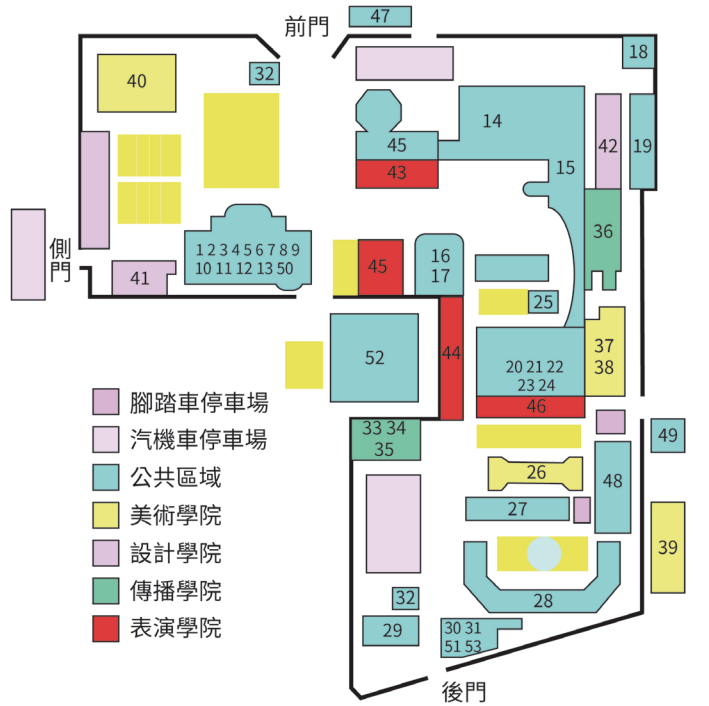
**PHONE:** 02-22722181 internal 1810

**In case of an emergency around campus,  
please call campus security hotline 02-29674948.**



# 02 Campus

## Campus Map



- 腳踏車停車場
- 汽機車停車場
- 公共區域
- 美術學院
- 設計學院
- 傳播學院
- 表演學院

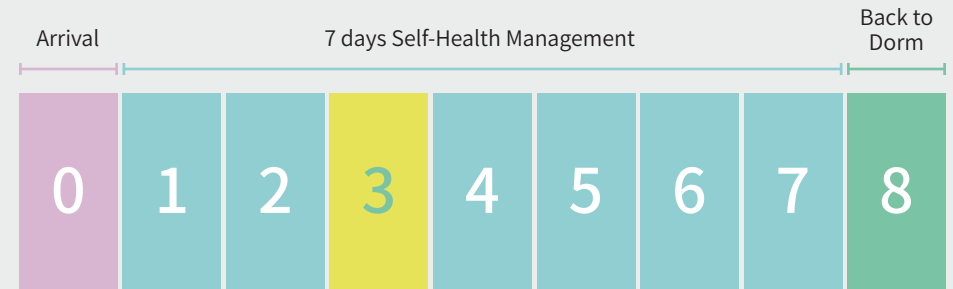
1 教學研究大樓	10 跨域表演藝術研究所6F	20 超商7-11	32 警衛室
2 展覽廳B1B2 1F	12 電子計算機中心8F	21 綜合大樓	47 臺藝大公車站
3 教育推廣中心1F	13 國際會議廳10F	25 寶豆	48 圖書館
4 藝術與人文教育研究所3F	14 臺藝表演廳	26 版畫工作室	49 COW BANANA
5 通識教育中心4F	15 藝文中心	27 男生宿舍	50 學術演講廳10F
6 師資培育中心4F	16 行政大樓	28 女生宿舍	51 學生生涯發展中心
7 人文學院辦公室4F	17 國際事務處	29 研究生宿舍	52 多功能活動中心
8 創意產業設計研究所博士班5F	18 臺藝YOUBIKE站	30 大漢樓學生餐廳	
9 藝術管理與文化政策研究所5F	19 有章藝術博物館 (藝術家駐村)	31 學生輔導中心2F	
22 美術學院辦公室2F	39 古蹟藝術修護學系所	11 多媒體動畫藝術學系7F	
37 美術學系所1F	40 雕塑系所	23 設計學院辦公室2F	
38 書畫藝術學系所3F	53 亞太建築空間與文物保存學士學位學程	41 工藝設計學系所	
		42 視覺傳達設計學系所	
33 電影學系所3F		24 表演學院辦公室 2F	
34 廣播電視學系所		43 戲劇學系所1F	
35 傳播學院辦公室		44 音樂學系所	
36 圖文傳播藝術學系所		45 中國音樂學系所	
		46 舞蹈學系所4-5F	

# 03 Transportation

## Transportation

### Quarantine & Self-Health Management Procedures

Please head to your quarantine hotel once landed. Any kind of transportation is allowed, taxis recommended.



Entering campus or going out are allowed if two negative test results are provided within two days

\* Please do not stay overnight in school dormitory as the rooms does not match quarantine requirement (1person 1 room)

Please call us before arriving at school for registration after completing your quarantine.

Phone No. 02-22722181 #1923



## Bus, Train and Metro



公車  
BUS

### Nearest bus station:

國立臺灣藝術大學  
National Taiwan University of Arts

701 往西門 To XIMEN ⇌ 往迴龍 To HUILONG

702 往板橋公車站 To BANQIAO BUS STATION ⇌ 往三峽 To SANXIA

793 往動物園 To Taipei ZOO ⇌ 往樹林 To SHULIN

F502 往板橋公車站 To BANQIAO BUS STATION ⇌ 往浮洲 To FUZHOU

234 往西門 To XIMEN ⇌ 往板橋 To BANQIAO

264 往板橋 To BANQIAO



火車  
Local  
Train

### Nearest train station:

浮洲  
Fuzhou Station

Get off at Fuzhou Station → walk 5 minutes / rent a YouBike and cycle to reach NTUA



捷運  
MRT

### Nearest MRT station:

府中  
Fuzhong Station

MRT Banqiao Station (BL07) → transfer to bus / YouBike → NTUA

MRT Fuzhong Station (BL06) → walk to Beimen St. bus station to transfer to bus 701, 702, 264, 793 / ride YouBike / walk 20 minutes → NTUA

## Surroundings





## Arrival and Departure

### VISA

Each international student entering Taiwan must have the correct visa. If students are forced to leave Taiwan due to an incorrect type of visa, students will have to take full responsibility themselves.

Visitor VISA (within 180 days)	Resident VISA (over 180 days)
<p>In Taiwan, a short-term Visitor VISA can be valid for a maximum of 180 days.</p> <p>If your Visitor VISA is valid for 90 days or less, you have to apply for an extension.</p> <p>The application should be completed within 15 days before its expiration.</p>	<p>In order to exchange in Taiwan for over 1 semester, one will need to apply for a Resident VISA.</p> <p>Please apply for an Alien Resident Card (ARC) within 15 days of your entry into Taiwan.</p>
Required Documents for VISA extension	Required Documents for Applying ARC
<ol style="list-style-type: none"> <li>1.Application form</li> <li>2.Two colored passport-size photos</li> <li>3.Passport (both the original copy and a photocopy)</li> <li>4.The acceptance letter from NTUA (both the original copy and a photocopy)</li> <li>5.NTUA Student ID Card</li> </ol>	<ol style="list-style-type: none"> <li>1.Application form</li> <li>2.Two colored passport-size photos</li> <li>3.Passport (both the original copy and a photocopy)</li> <li>4.The acceptance letter from NTUA (both the original copy and a photocopy)</li> <li>5.Health examination report, if needed. (both the original copy and a photocopy)</li> <li>6.Proof of the reason for stay, letter from a guarantor, and any other relevant materials.</li> </ol>

For more information about VISA, please check following organizations.

#### Bureau of Consular Affairs, BOCA, Ministry of Foreign Affairs

OFFICE HOURS | [MON. – FRI.] 08:30-17:00

LOCATION | 3-5F, No.2-2, Chi-Nan Road, Section 1, Taipei City.

PHONE | 02-23432921

WEBSITE | <http://www.boca.gov.tw>

#### Immigration Agency, New Taipei City.

OFFICE HOURS | [MON. – FRI.] 08:00-17:00

LOCATION | No.135, Min-An Street, Zhonghe District, New Taipei City.

PHONE | 02-82282090

WEBSITE | <https://www.immigration.gov.tw/7152>



# 05 Registration

## Registration

01	02	03	04	05	06
Arrival	Collect dormitory key and ethernet	Submit required documents and fares to OIA	Collect student card and payment invoice of dorm.	Pay and enroll to your course.	Submit the paperwork back to OIA

A. Please arrive at NTUA during office hours and register at OIA first, we will assist you in completing the registration procedures.

B. If you will be arriving at NTUA during non-office hours, please notify OIA in advance. Please find a hotel for the night and come to OIA on the next working day.

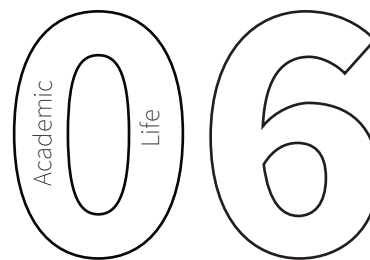
The items to submit/collect are listed below:

No.	Items to submit/collect	Note
1	Dormitory Key and Ethernet wire	Collect at the Office of Division of Military and Life Guidance
2	Letter of registration process	Collect at the OIA.
3	Submit documents	Follow the instruction on the letter.
4	Student Card	Collect at the Registration Division, and double-check the information stated above.
5	Invoice of dormitory fee	Collect and pay in planned time. (cash only)
6	NTUA e-mail account	The account and password are pre-set as your student number, the combination is also usable to the school wireless, NTUA-Mobile.

## FEES

- Exchange students only need to pay the dormitory fee.
- NTUA collects the tuition fee based on the contract between your school and us, and the following table.
- Students who choose the major or individual tutor course in the department of Music or Chinese Music would be charge the fee of the course.
- All students would be charged credit fees if you choose course in the program that is differ from your program.
- The table followed shows the tuition fees and other fees of visiting students.





**FEES**

Program	ITEMS	AMOUNT(NTD)	REMARKS
BACHELOR	Tuition	40,000	Primary charge
	Alliances	14,000	Primary charge
	Major	12,330	Students from Music and Chinese Music
	Minor	6,165	Students from Music and Chinese Music
	Internet use	200	
TOTAL		NTD 54,200 - 72,695 per semester	
MASTER and Ph. D.	Tuition	12,180	Primary charge
	Credit fee	5,000 / 1 credit	Pre-collect for 9 credits, no refund
	Individual tutor	14,940	Students from Music and Chinese Music
	Internet use	200	
TOTAL		57,380 – 71,690 per semester	
Credit fee for cross disciplinary course choosing			
Bachelor program (Day)		NTD 1,040 per credit	
Bachelor program (Night)			
Two-year bachelor program			

**Calendar**

The abbreviated calendar of 2023 spring semester is as followed.

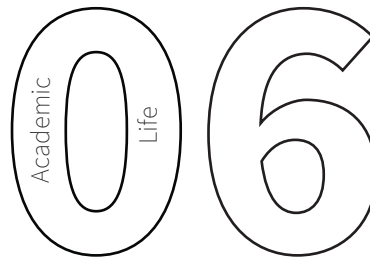
DATE	ACTIVITY
2023 . FEB . 20	Semester starts 開學
2023 . FEB . 23	2023 Spring orientation (Welcome Party) 交換生見面會
2023 . FEB . 27-28	228 Peace Memorial Day (2-day off) 228連假
2023 . MAR .03	The Year of Rabbit Dinner Gathering 國際學生春酒晚會
2023 . MAR	Health check for exchange students 交換生團體體檢
2023 . APR .03-05	Tomb Sweeping Day (3-day off) 清明連假
2023 . APR	Trip for spring semester 春遊
2023 . MAY	2023 International Culture Week 國際文化週
2023 . JUN . 19	Farewell Party 交換生歡送會
2023 . JUN . 21	Dragon Boat Festival Event 端午聯歡
2023 . JUN . 22-23	Dragon Boat Festival (2-day off) 端午連假

**Student Card**

This card is a pass to the dormitory door and other buildings in the school, please take good care of it.

The card is also an electronic wallet, which can be used to take public transportation and to purchase items in convenience stores and more.

If you lost it, please report it to the school via the school administrative web system, then you can apply for a new one in the Division of Cashier during office hours. Each new card costs NTD 150.



## Enrollment of courses

If you have any problem with course enrollment, please contact your department or the Registration Office, located on the 2F in the administrative building.

You can choose the courses online via the school administrative website or via paperwork.

Please contact the office of your department for the paperwork procedure.

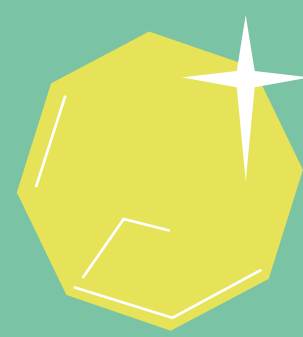
### Contacts to departments

<b>College of Fine Arts</b>	<u>Department of Fine Arts</u>	Internal 2011
	<u>Department of Painting and Calligraphy Arts</u>	Internal 2052
	<u>Department of Sculpture</u>	Internal 2132
	<u>Department of Conservatory Arts</u>	Internal 2073
<b>College of Design</b>	<u>Graduate school of Creative Industry and Design</u>	Internal 2174
	<u>Department of Visual Communication Design</u>	Internal 2211
	<u>Department of Crafts and Design</u>	Internal 2111
	<u>Department of Multi-media and Animation Arts</u>	Internal 2154
<b>College of Communication</b>	<u>Department of Graphic Communication Arts</u>	Internal 2251
	<u>Department of Radio and Television</u>	Internal 5014
	<u>Department of Motion Picture</u>	Internal 5052
<b>College of Performing Arts</b>	<u>Department of Drama</u>	Internal 2581
	<u>Department of Music</u>	Internal 2515
	<u>Department of Chinese Music</u>	Internal 2531
	<u>Department of Dance</u>	Internal 2556
	<u>Graduate school of Performing Arts</u>	Internal 2595
<b>College of Humanities</b>	<u>Graduate School of Art and Humanities Instruction</u>	Internal 2451
	<u>Graduate school of Arts Management and Cultural Policy</u>	Internal 2701

## Related Regulations

<b>Graduate Schools</b>	<ol style="list-style-type: none"> <li>1. Exchange students: No more extra charges when over 9 credits. Visiting students: NTD 5000 per credit when over 9 credits.</li> <li>2. Please choose at least one course per semester.</li> </ol>
<b>Bachelor</b>	<ol style="list-style-type: none"> <li>1. Please choose at least one course per semester, and there is no upper limits to the credits.</li> <li>2. If the department asks you to choose two or more courses, please follow the requirement.</li> </ol>
<b>Cross Departments</b>	<p>You are welcome to choose courses from different departments, but you still need to get permission from the teacher and your department.</p> <ol style="list-style-type: none"> <li>1. Collect the required documents from the Registration Office.</li> <li>2. Get permission from the teacher of the course, and your department.</li> <li>3. Submit the letter back to the office of registration before the deadline.</li> </ol>
<b>Cross Program</b>	<p>ATTENTION! If you choose a course from a different program, you will be charged extra credit fees.</p> <ol style="list-style-type: none"> <li>1. Collect the required documents from the office of registration.</li> <li>2. Get permission from the teacher of the course, and your department.</li> <li>3. Submit the letter back to the office of registration before the deadline.</li> </ol>

<p><b>Add and Drop of courses</b></p>	<ol style="list-style-type: none"> <li>1. Please check the available courses through the school administrative web system first.</li> <li>2. If it shows that the course is out of quota in the web system, you will need to add the course by paper.</li> <li>3. If you find out that the course is not suitable, please drop it before the due time of this process.</li> </ol>
<p><b>General Education and Physical Education</b></p>	<p>If you want to choose courses from General Education or Physical Education, please bring the add/drop course form to followed offices:</p> <p>General Education Office: 4F, the Building of Teaching and Researching.</p> <p>Physical Education Office: 3F, the Multipurpose Activity Building.</p>
<p><b>Withdrawing</b></p>	<p>You can only apply for course withdrawal after the 1st mid-term if you have missed the add/drop period.</p> <p>Each student can only apply once for course withdrawal, and the paid credit fee would be not refundable.</p>
<p><b>Take leave</b></p>	<p>Please memorize the contact method of the teacher or the teaching assistant of the course.</p> <p>If you need to be absent, please notify the teacher in advance on your own.</p> <p>OIA cannot help you to notify the teacher.</p>



**School Dormitory**

For introduction and regulations, please visit:  
[http://osa.ntua.edu.tw/folder\\_3/4e3b8fa6696d52d9/copy\\_of\\_1](http://osa.ntua.edu.tw/folder_3/4e3b8fa6696d52d9/copy_of_1)

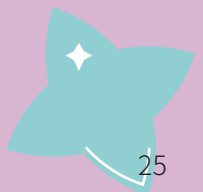
1. CHECK IN : Starts from the noon of registration day.
2. CHECK OUT : Before 12:00 pm at the end of the semester.
3. Please pay attention to the announcement of the dormitory for the checking out process.
4. Please contact the Office of Military Training and Life Guidance if you have any questions about your dormitory room. (02-22722181 internal 1951)

**Mailing Address**

If you need to mail packages to the school, please write the address as the example below clearly.

(Name of Recipient)  
 (Room Number) National Taiwan University of Arts  
 No. 59, Da-guan Rd. 1st sec.,  
 Banqiao District, New Taipei City, Taiwan 220307

The dormitory fee of exchange/visiting students:  
 Exchange students: NTD 9,500 per semester  
 Visiting students: NTD 19,000 per semester





## Living Outside of Campus

1. Please notify OIA, the Office of Military Training and Life Guidance, and your school in advance.
2. Please note the surroundings of the place that you plan to rent, especially fire safety.
3. Avoid visiting rental places alone, and take good care of your identification and money.
4. If you have any questions regarding rental information, please contact the Office of Military Training and Life Guidance.

## Insurances and Medicals

### Insurance

Each exchange student is required to purchase proper insurance before coming to Taiwan. The insurance should be able to compensate for accidents and medical expenses overseas, and the period of insurance should cover the whole period of your exchange program.

Those who hold an ARC or have lived in Taiwan for/over six months can join the National Health Insurance (NHI) scheme. For those who are interested, please contact the OIA.

### Medical

1. Please bring your passport, student card, and cash when you are going to see a doctor.
2. If you are feeling uncomfortable, please find your buddy /classmate/ friend to accompany you.
3. Please ask the doctor to make a medical statement of your illness and treatment. This document is needed in the compensation application.
4. Please inquire with your insurance company regarding the compensation for medical expenses.

<b>Hospital</b>	Far-eastern Memorial Hospital	New Taipei City Hospital (Banqiao Branch)
<b>Phone</b>	02-89667000	02-22575151
<b>Address</b>	No.21, Sec 2, Nanya S. Rd., Banqiao Dist., New Taipei City	No.198, Yingshi Rd., Banqiao Dist., New Taipei City

Identify type of disease or illness, and choose the appropriate clinic

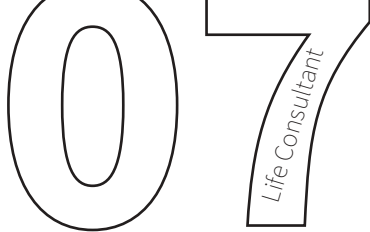
Bring the following,

1. Passport
2. Student card
3. Cash

Go to the clinic, and ask a friend to accompany you if you can.

Ask the doctor to make a medical statement, and retain the receipts.

Follow the doctor's instruction and take care of yourself. For insurance application, please follow the company's regulations.



## Financial

<b>On campus</b>	First Commercial Bank (FCB): 1F, Administrative Building	<b>Office hours:</b> [MON. – FRI.] 11:30-12:30 Phone: 02-2348-1111
	24HR ATM Cash withdraw, transfer, balance inquiry and etc.	<b>3 ATMs:</b> <b>FCB_</b> 1F Administrative Building <b>Chunghwa Post_</b> 1F Teaching and Research Building <b>CTBC_</b> 7-11 store

<b>Outside campus</b>	<b>Chunghwa Post Co. Ltd.</b> Post and banking services. No.47 1st sec., Da-guan Rd., Banqiao Dist., New Taipei City.	<b>Open hours:</b> [MON. – FRI.] 08:00 – 17:30 [SAT.] 09:00-12:00
	For other Banks, please check <a href="http://bank.qmap.tw/Taipei">http://bank.qmap.tw/Taipei</a> .  <b>If you tend to open an account in Taiwan, please prepare:</b>  <b>1. Valid Passport</b> <b>2. Taiwan ARC</b> <b>3. NTUA student card</b> <b>4. Cash</b>	Opening hours vary for different banks, please contact them before your visit.  Mostly open from 9:00 to 15:30 weekdays.

## Safety Guidelines

1. Please take proper care of your passport and any other documents related to your entry to Taiwan.
2. For personal safety, try to avoid crowded locations with hidden dangers.
3. Please pay attention to weather changes when taking part in outdoor activities. Don't go mountain climbing, hiking, or do any water sports where there are no lifeguards during thunderstorms.
4. Pay attention to your personal safety when driving. Don't drink and drive; don't drive without a license or exceed speed limits.
5. Students living off-campus need to pay attention to indoor air circulation. When walking through dark secluded alleys at night, be sure there are no unknown persons following you. Personal protective items such as pepper spray, a whistle, and so on should be carried with you just in case you need them.
6. Keep to a normal and regular daily life, say 'no' to drugs.
7. If you happen to receive suspicious phone calls or you inadvertently encounter criminals trying to swindle you, remember these three anti-fraud steps: stay calm, carefully verify, and immediately call the police or call the 165 anti-fraud line for help.
8. Don't engage in illegal activities
9. In the event of various kinds of accidents, you can use the school safety center hotline: (02) 2967-4948, which has dedicated staff on duty 24 hours a day, to request immediate and effective assistance.

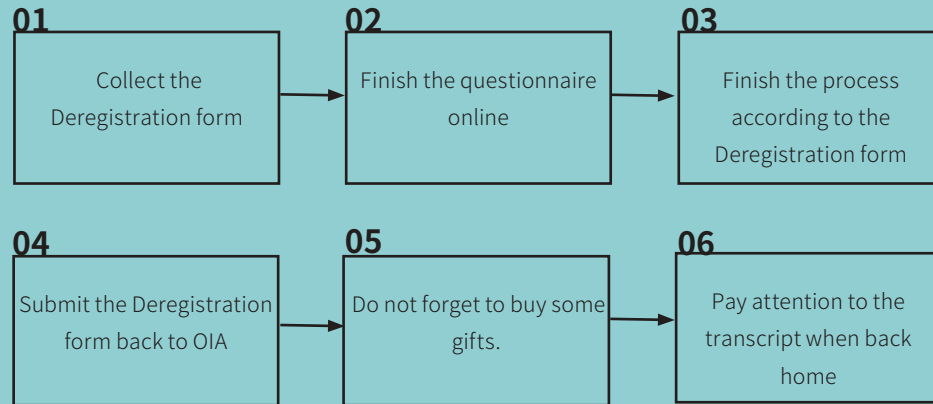




## End of Exchange ✦

Each exchange student is required to complete the leaving procedure before your actual departure day, please take note.

### Leaving Process



1. The online questionnaire will be by OIA.
2. If you do not finish this process, you will not get your certification and the transcript of this exchange program.
3. If you leave Taiwan over the permitted-to-stay time, you will be fined by the immigration office when you are boarding your flight.

### Early Leaving

Should a student be unable to attend his or her final exams and leave the School early, the consent of their department or graduate school and their professor will need to be obtained, and the final exam will need to be substituted with other alternatives so that they can successfully obtain an academic performance report.

The student should submit a “Leave of Absence Form” to the Office of International Affairs (OIA). School regulations stipulate that students may take leave of absence only after taking a minimum of 12 weeks of study.

Dates of Application:

Before the end of November for autumn program or before the end of April for spring program; late applications will not be accepted.

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