

Guidelines on Student Internship at the National Taiwan Museum of Fine Arts¹

1. Purpose

To make the resources of the National Taiwan Museum of Fine Arts (NTMoFA) accessible to academic institutions, and to offer internship opportunities for college students enrolled in any arts-related department to engage in relevant research and hands-on practice at the museum, the NTMoFA hereby established the following guidelines.

2. Eligibility of Candidates

Students who are currently enrolled in any arts-related department at any university in Taiwan or abroad and have a fluent command of Mandarin in listening, speaking, reading and writing are eligible to submit their application for review. Every accepted student will work as an intern at the NTMoFA on a voluntary basis.

3. Requirements for Internship Period

Each intern must work no fewer than 16 hours per week and 240 hours in total. In principle, each intern must complete the internship in either the first half (1 January to 30 June) or the second half (1 July to 31 December) of the year.

4. The Number of Interns Required

Depending on the NTMoFA's needs

5. Work Description

- (1) Collection Management: activities concerning the collection, management, maintenance and associated applications of artworks
- (2) Exhibition Organization: activities concerning exhibition planning and pilot studies as well as exhibition preparation and installation
- (3) Educational Promotion: activities concerning the planning and execution of educational promotion events, the drafting of learning documents, tour guide, museum-school collaboration, volunteers, visitor services, and the management of educational spaces
- (4) Research and Development: activities concerning the publication of scholarly research, book series, and quarterly journals on Taiwanese art, the orchestration of seminars and forums, the establishment of the Taiwanese Fine Arts Database, and the screening for the Taiwan

¹ Approved by the 392nd NTMoFA Meeting on Museum Affairs, 1 December 2003
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Confirmed by the 4th meeting of the NTMoFA Regulatory Team, 11 October 2006
Approved by the 416th NTMoFA Meeting on Museum Affairs, 6 November 2006
Articles 2, 3, 4, 5, 6-1, 6-3(3)(4), 8, Annexes 1 and 3 amended, Articles 6-2 and 10 abolished, and Article 7-1 revised on 3 May 2012 (official letter code: 1013000964); taking effect from 20 May 2012
Amendment introduced to the guidelines by the NTMoFA (official letter code: 1073001699); taking effect from 7 September 2018

International Documentary Festival and other documentaries at the Media Art Center

- (5) Books and Information Management: activities concerning the collection, collation and archiving of art information, reader services (e.g. reference service, reading promotion), and reading events for children's picture books
- (6) The other associated museum affairs

6. Application Rules

- (1) Applications should be submitted before 30 April (for the internship in the second half of the year) or 31 October (for the internship in the first half of the year). Those submitted after the aforementioned closing dates will be processed only when the NTMoFA considers necessary.
- (2) Required Documents
 - (a) Fill in the NTMoFA Internship Application Form (Annex 1)
 - (b) Either an official letter from the college at which the applicant is enrolled or a letter of recommendation with the referee's signature
 - (c) An internship plan (explicating the relevance of the applicant's academic training to the museum affairs that the applicant intends to learn, and the objective that the applicant expects to achieve through the internship in a maximum of 1,000 characters)
 - (d) A copy of college transcript (a transcript in a foreign language must be verified by the embassy of the Republic of China in that area)
 - (e) Applicant whose native language is not Mandarin has to submit certificate(s) of Mandarin proficiency (e.g. TOCFL, HSK, or certificates of Mandarin courses), and is under the obligation to meet all his/her visa requirements.
 - (f) All the abovementioned documents should be provided in Mandarin. Those in foreign languages should be accompanied by a Mandarin version. Applications with incomplete documents or submitted after the closing dates will not be processed.
- (3) Qualified applicants will be arranged for selection according to their order of preference. They will be notified and requested to have a telephone or face-to-face interview if necessary. Those who are granted admission will be informed with a written notification.

7. The processing (interview), review, task assignment, supervision and evaluation of the interns will be respectively undertaken by competent departments or offices of the museum. To enter the museum's administrative area, the interns have to wear the Intern ID Card issued by the personnel office and return it to the museum at the end of their internship period.

8. The insurance on the interns during their internship should be covered by their student accident insurance. Those who do not take out student accident insurance have to pay their respective insurance premiums on their own.

9. Since the internship is run on a voluntary basis, the interns do not enjoy the benefits as the museum's employees do, and are subject to the museum's supervision and evaluation during the

internship period.

10. Evaluation

- (1) The supervisor will evaluate each intern according to his/her performance (Annex 2).
- (2) Each intern must turn in an Internship Experience Report in a minimum of 1,200 characters within 14 days after the end of the internship period (in duplicate).
- (3) Provided that any intern engages in behavior that compromises his/her eligibility or damages the reputation of the museum, and that it proved to be true after investigation, the museum is entitled to unilaterally forfeit his/her right of internship and notify the college at which the intern is enrolled. The intern in question must return the Intern ID Card immediately.
- (4) The supervisor will submit the evaluation report. The interns who serve well and have good performance during the internship period will be awarded an internship certificate (Annex 3).

NTMoFA Student Internship Application Form

Application No.:

Date: ___(D)/___(M)/___(Y)

Name		Student ID number		ID photo (please provide a digital image file when using the electronic application form)
Date of birth	___(D)/___(M)/___(Y)	Gender		
ID/Passport number		Nationality		
University (College) / department / grade				
E-MAIL				
Correspondence address				
Permanent address				
Telephone number		Emergency contact	Name: Telephone No.:	
Education and experience				
Extra curriculum experience				
Related courses taken				
Preferred department or office for internship	1.	2.	3.	
Internship period	The first half of the year: From ___(d)/___(m)/___(y) to ___(d)/___(m)/___(y) The second half of the year: From ___(d)/___(m)/___(y) to ___(d)/___(m)/___(y)			
Statement of purpose				
The outcome of the review or interview by the museum	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree Notes by the reviewer or interviewer:			
Signature of the supervisor		Signature of the head of department		

***Note 1:** Please bring the originals of your qualification certificates with you for the interview. If you choose to use the electronic application form, **please complete it, and then scan the printed form and email the electronic file to us.** If you choose to use the paper application form, please fill in and send it, along with all the other required paper documents, to No. 2, SEC. 1, WU-CHUAN W. RD., WEST DIST., TAICHUNG City 403, TAIWAN (R.O.C.), National Taiwan Museum of Fine Arts, Education Department (please give clear indication of “internship application” on the envelope).

***Note 2:** The applicant’s personal information collected and processed by the NTMoFA will be used only to perform the museum’s official duties within the necessary scope for specific purposes. The NTMoFA will not disclose the applicant’s personal information to any third party irrelevant to its official duties or for non-specific purposes, unless it is stipulated by laws or with the applicant’s consent or authorization.