

2020 Academic Year

Tokyo University of the Arts Faculty of Music

Guidance for Prospective Non-degree Students

I. Eligibility to apply

(A) Qualification non-degree students

Graduates of the Faculty of Music (including those planning to graduate in March 2020) who desire to attend courses for purposes of attaining teaching certificates or curator qualifications

(B) Professional non-degree students

Those currently employed as teachers or in other public positions

(C) International non-degree students

Persons with other than Japanese nationality who meet either of the descriptions below and are determined to possess Japanese language abilities sufficient to fully understand the content of courses in the Faculty of Music:

- ① High-school graduates
- ② Those recognized to possess academic ability at least equal to that of a high-school graduate (including those who have completed a 12-year course of school education in another country)

II. Number of students admitted

A small number of students

III. Screening method

(A) Qualification non-degree students

Selected through document screening

(B) Professional non-degree students

Selected through document screening

(C) International non-degree students

A decision will be made based on comprehensive assessments of each of the applicant's results of the interview (may include a test of Japanese language skills) and documents submitted. (See "VII. Examination dates for international non-degree students" below.)

IV. Subjects and units available to non-degree students

(A) Qualification non-degree students

Subjects: Restricted to subjects related to ① teaching certificates (first-class/music) and ② the museology course

However, those who have passed the technical examination may take the minor piano subject.

Units: In principle up to 44 units

Note: Required subjects, the number of units, and other requirements for both the teacher's training course and curator qualifications may have changed from the time the applicants were in school. Be sure to check the subjects you need to take before applying. (Due to an amendment of the Education Personnel Certification Act, the teacher's training course has changed since the 2019 academic year.)

Harmonics: For graduates of the Traditional Japanese Music department, including those planning to graduate in March 2020, a qualification test on musical theory (musical grammar) necessary for harmonics classes will be administered by the Composition department. Only those who pass the test will be accepted for the classes. To sit for the qualification test, you must have completed a course in solfège C-a in or before the previous academic year.

Graduates of the Musicology department (including those planning to graduate in March 2020) must complete either 和声 I (Harmonics I) or 管弦楽概論 (General Discussion on Orchestra).

(B) Professional non-degree students

Subjects: In principle restricted to subjects covered in classroom instruction.

(See "List of Subjects" below.)

However, they may be permitted to take minor technical subjects if so requested by their supervisor (the person authorized to appoint the applicant) and approved by the relevant department.

Units: Up to 44 units
Apply for more than the units required because you may be unable to study all the subjects that you apply for if the dispatching institution requires a certain number of units.

(C) International non-degree students

Subjects: In principle restricted to subjects covered in classroom instruction
(See “List of Subjects” below.)
However, those who have passed the preliminary screening and performance examination may take technical subjects (individual lessons) for the following subjects and instruments, **although they will not be awarded certified units**. Those wishing to take technical subjects must complete a preliminary screening (document screening).

(Submit documents for screening by 5:00 pm Wednesday, December 4, 2019.)

Department	Instrument
Instrumental Music	String instruments, wind and percussion instruments
Traditional Japanese Music	Sokyoku, shakuhachi

Number of subjects: Up to two subjects (technical subjects may be added.)

V. Timing of enrollment

April 2020

VI. Period for attendance

One year

VII. Examination dates for international non-degree students

- ① **Performance examinations: February 6 (Thursday), February 7 (Friday), 2020**
- ② **Interviews: February 6 (Thursday), February 7 (Friday), 2020 (may include a test of Japanese language skills)**

Notes:

- ① Information on examinations (including schedules, subjects, and meeting times) will be posted on the University’s entrance examination information site.
- ② **The above examination schedule is subject to change depending on numbers of applicants and related conditions. Examinees are responsible for verifying the schedule on the following posting date. Schedules and meeting times will be posted on the University’s entrance examination information site starting at 4:00 pm Friday, January 31, 2020.**

VIII. Application procedures

(1) Application method

Apply by post (**registered mail**). (Applications delivered to the University in person will not be accepted.)

Mail the application to:

Admission Section, Faculty of Music, Tokyo University of the Arts
12-8 Ueno Koen, Taito-ku, Tokyo 110-8714

(2) Application period

To be accepted, applications must be postmarked during each of the periods shown below. Note that applications will not be accepted if they are postmarked any other dates, for any reason.

(A) Qualification non-degree students: Friday, February 7 through Friday, February 14, 2020 (However, applications from applicants expecting to graduate the University in March 2020 will be accepted through Tuesday, March 3, 2020.)

(B) Professional non-degree students: Friday, February 7 through Friday, February 14, 2020

(C) International non-degree students: Monday, January 6 through Friday, January 10, 2020

(3) Documents to submit

- Applicants must refer to “List of Application Documents for Non-degree Students” below and submit the required documents.
- **Indicate “Faculty of Music non-degree student application enclosed” in red** on the front of the envelope.

○ Once received, the documents may not be modified or returned for any reason.

(4) Screening fee

① **Amount: 9,800 yen**

② **Remittance period**

Qualification non-degree students: Friday, February 7 – Friday, February 14, 2020
(Note that fees for applicants expecting to graduate the University in March 2020 will be accepted through Tuesday, March 3, 2020.)

Professional non-degree students: Friday, February 7 – Friday, February 14, 2020

International non-degree students: Monday, January 6 – Friday, January 10, 2020

③ **Remittance method**

Remit the screening fee by bank transfer. However, applicants for admission as an international non-degree student for whom it would be difficult to remit by bank transfer may pay the screening fee in cash (in Japanese currency).

1. Remittance at a financial institution counter

- Use the remittance request forms (Forms A, B, C) attached to this guidance.
- Fees can be transferred at the following financial institutions: City banks, trust banks, regional banks, shinkin banks, credit cooperatives, agricultural cooperatives, Japan Post Bank (post offices), etc. (Please keep in mind that you cannot transfer fees at finance corporations.)
- If you transfer the fee at Japan Post Bank (at a post office), you can do so only from a Japan Post Bank account.
Please ask the staff at the post office where you plan to transfer the fee for details of the procedures.
- A separate transfer charge must be paid. (However, no charge is required for transfer made from the head office or branches of Sumitomo Mitsui Banking Corporation.)
- We do not accept remittances from financial-institution ATMs.
- Once you have transferred the fee, Forms B and C will be returned to you. Please tear off Form C and submit by attaching to the Entrance Screening Fee Remittance Proof Submission Form <Non-degree Students>.

A票

振込依頼書

金融機関取扱期間

資格履修生	2020年2月7日(金)～2020年2月14日(金)
派遣履修生	
外国人履修生	2020年1月6日(月)～2020年1月10日(金)

「東京芸術大学」入学試験検定料

ご依頼日	履修生の種類	電信扱	手数料
平成 年 月 日			

振込先 三井住友銀行 東京公務部

金額 ¥9,800.00

普通口座番号 151793

振込目 トウキョウゲイジュツダイガク

受取人 国立大学法人 東京芸術大学 検定料収納口

整理番号 志願者氏名

依頼人 93000 (フリガナ)

※【取扱金融機関へのお願ひ】

- 5桁の整理番号は、氏名頭部へ連続して打電して下さい。
- 収納印はA・B・C票の3ヶ所にもれなく押印して下さい。
- B・C票は、必ず依頼人へお返し下さい。
- 三井住友銀行本支店にて振込の場合の振込手数料は無料となります。(ATM等は不可です)

(取扱金融機関保管) 音楽・科目等履修生

B票

振込金受取書

「東京芸術大学」入学試験検定料

平成 年 月 日	金額
	¥9,800.00

振込先 三井住友銀行 東京公務部

受取人 東京芸術大学

整理番号 93085

志願者氏名 (フリガナ)

手数料

収納印

収入印紙

(志願者保管) 音楽・科目等履修生

C票

「東京芸術大学」入学試験検定料振込金受付証明書

履修生の種類	金額
	¥9,800.00

振込先 三井住友銀行 東京公務部

受取人 東京芸術大学

整理番号 93085

志願者氏名 (フリガナ)

収納印

(大学提出用) 音楽・科目等履修生

入学試験検定料振込金受付証明書提出用紙

◇銀行等金融機関での振り込みの場合

C票 「東京芸術大学」入学試験検定料振込金受付証明書

Once you have transferred the fee at the financial institution, Forms B and C will be returned to you. Please tear off Form C, indicate the category of non-degree student you wish to apply for and your name, and submit by attaching to the Entrance Screening Fee Remittance Proof Submission Form <Non-degree Students>.

2. Sending money from overseas financial institution

Remittance period (reproduced from above)

Qualification non-degree students: Friday, February 7 – Friday, February 14, 2020

(Note that fees for applicants expecting to graduate the University in March 2020 will be accepted through Tuesday, March 3, 2020.)

Professional non-degree students: Friday, February 7 – Friday, February 14, 2020

International non-degree students: Monday, January 6 – Friday, January 10, 2020

- Please follow the instructions given below when transferring funds from overseas.
- Please be prepared to remit:
The screening fee (9,800 yen) + remittance fees charged in your country (please check with your bank for details) + fees charged in Japan (4,000 yen in total)
(Additional fees may be charged by an intermediary involved in processing the transfer.)
- Please specify in the remittance form that all local and overseas charges be borne by the remitter.
If no specification is given, these charges will be deducted from the transfer amount, which will result in arrival of less funds than the amount originally transferred.
- Once you have transferred the fee, submit a copy of the foreign remittance request form (featuring the seal or signature of the bank clerk handling the remittance) by attaching to the Entrance Screening Fee Remittance Proof Submission Form <Non-degree Students>, together with other necessary documents.

送金種類(Type of remittance)	電信送金(Telegraphic transfer)
通貨(Currency)	日本円(Japanese Yen)
支払方法(Method of payment)	通知払(Advice and pay)
手数料 (Charge)	依頼人負担 (Borne by Payer) (check "OUR")
送金目的(Purpose of payment)	検定料(Screening fee)
銀行名(Bank name)	三井住友銀行 (Sumitomo Mitsui Banking Corporation)
支店名(Branch)	東京公務部(Tokyo Koumubu Branch)
スウィフトコード(SWIFT CODE)	SMBCJPJT
銀行住所(Bank Address)	〒105-0003 東京都港区西新橋 1-3-1 西新橋スクエア 18階 Nishi-shimbashi square 18F, 1-3-1 Nishi-shimbashi, Minato-ku, Tokyo Japan TEL.03-3591-3201
受取人口座番号(Account number)	普通預金 151793 (A/C 151793)
受取人(Account name)	国立大学法人 東京芸術大学 検定料収納口 (Tokyo University of the Arts)
住所(Address)	〒110-8714 東京都台東区上野公園 12-8 (12-8 Ueno-park, Taito-ku, Tokyo Japan)
連絡事項(Message to payee)	・ 志願者の氏名 (Name of applicant) ・ Credited auditor (music)

④ Refunds

Once we receive the application form, we will not return the screening fee transferred for any reason other than those described below:

- The screening fee was transferred and the application documents were submitted, but the University did not accept the application.
- The screening fee was transferred but the necessary documents were not submitted.
- The screening fee was transferred twice in error.

In the above cases, please request a refund as follows:

Download the University's designated Screening Fee Refund Request Form (Research Students/Non-degree Students) from the University's entrance examination information site, provide the necessary information, attach Form C to the form, and mail to the Accounting Section of the Strategic Planning Division, Tokyo University of the Arts (12-8 Ueno Koen, Taito-ku, Tokyo 110-8714).

- * You will receive from the University the remaining balance after a transfer charge is deducted.
- * Charges incurred when paying the screening fee cannot be refunded.
- * Remittance of refunds normally takes about two to three months following receipt of the screening fee refund request form.
- * Deadline for submitting the screening fee refund request form: Tuesday, March 31, 2020 (must be postmarked by this date)
No refunds will be provided if the form is not submitted by the above deadline.

IX. Announcement of successful applicants

Applicants (or the supervisor [person authorized to appoint the student] in the case of a professional non-degree student) will be notified in writing of the results of the screening, and for applicants who have passed, how to complete admission procedures in late March 2020.

X. Enrollment fee/tuition

(1) **Enrollment fee: 28,200 yen (planned amount)**

(2) **Tuition: 14,800 yen per unit (planned amount)**

(Any change in tuition fee during your time as an enrolled student will go into effect at the time of the change.)

VI. Other notes

- (1) Non-degree students are not eligible for student travel fares (student discounts).
- (2) Units for subjects taken will be awarded after testing. Those who so desire will be issued certificates of units earned (except for technical subjects [individual lessons] for international non-degree students).
- (3) Contact and consult with the Educational Affairs Section and the Admission Section in advance if you need to earn units in teaching practice.
- (4) The types and number of units of planned subjects are subject to change in accordance with class scheduling for the 2020 academic year.
- (5) Non-degree students in the Faculty of Music are not eligible for student visas.
- (6) Non-degree students are not eligible to reside in the student dormitory Geishinryo.
- (7) Measures for those with influenza and other infectious diseases

★ Cautions regarding infectious diseases subject to suspension of attendance under the School Health and Safety Act:

In principle, examinees infected with infectious diseases subject to suspension of attendance under the School Health and Safety Act (e.g., influenza, measles, chicken pox) who have yet to recover are asked to refrain from attending the examinations to avoid infecting other examinees, proctors, and others.

This does not apply in cases in which a physician has determined, based on the person's medical condition, that there is no risk of transmitting infection to others.

Please note that no special measures such as makeup examinations or a refund of the screening fee are available for examinees who do not attend the examinations for these reasons. Examinees are encouraged to take all appropriate measures to look after their health in preparation for the examination date.

List of Application Documents for Non-degree Students

Qualification non-degree students	Professional non-degree students	International non-degree students	Documents to submit (Attach a Japanese translation if the document is in another language.)	Notes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Admission application form	Note that the format varies by type of non-degree student.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<i>Curriculum vitae</i>	
/	<input type="radio"/>	<input type="radio"/>	Professional non-degree students: Diploma (or certificate of completion) from most recent school attended International non-degree students: High school diploma or document certifying that you have academic abilities at least equal to those of a high school graduate	
<input type="radio"/>	/	<input type="radio"/>	Letter of your supervisor's consent to your taking the examinations	For applicants who are currently employed; any format
/	<input type="radio"/>	<input type="radio"/>	Letter of recommendation	Any format
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Photograph (4 cm high by 3 cm wide)	Taken within three months before the date of application. Affix in designated space on application form.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Return envelope (Type 2 rectangular) Affix a 440-yen postage stamp.	Write your name, address, and postal code on the front of the envelope.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Tokyo University of the Arts Entrance Screening Fee Remittance Proof Form (Form C) (Indicating payment of screening fee)	Paste to the 2020 Faculty of Music (Non-degree Student) Entrance Screening Fee Remittance Proof Submission Form.
/	/	<input type="radio"/>	<p>● <u>Preliminary screening documents for those wishing to take technical subjects</u></p> <p>International non-degree students wishing to take technical subjects must complete a preliminary screening (document screening). Submit the following documents to the Admission Section of the Faculty of Music by 5:00 pm Wednesday, December 4, 2019 (documents will not be accepted after this deadline) for use in the screening. Individual applicants will be notified of the results of the screening on or after Friday, December 6, 2019.</p> <p><input type="radio"/></p> <p>① Purpose of applying as a non-degree student ② <i>Curriculum vitae</i> ③ Music studies history ④ Letter of recommendation ⑤ CD recording (of any piece, performed within six months before the document acceptance period) ⑥ Other materials for reference in the application process</p> <p>* While documents ① - ④ above may be in any format, documents in any language other than Japanese must be accompanied by a Japanese translation.</p>	

List of Subjects (for Professional and International Non-degree Students)

General education subjects

Subjects	Semester	Credits
美学Ⅰ	前期	2
美学Ⅱ	後期	2
音響学Ⅰ	前期	2
音響学Ⅱ	後期	2
音声学Ⅰ	前期	2
音声学Ⅱ	後期	2
音楽アウトリーチⅠ	前期	2
音楽アウトリーチⅡ	後期	2
歴史Ⅰ	前期	2
歴史Ⅱ	後期	2
思想史Ⅰ	前期	2
思想史Ⅱ	後期	2
文化人類学Ⅰ	前期	2
文化人類学Ⅱ	後期	2
フランス文学Ⅰ	前期	2
フランス文学Ⅱ	後期	2
英米文学Ⅰ	前期	2
英米文学Ⅱ	後期	2
ドイツ文学Ⅰ	前期	2
ドイツ文学Ⅱ	後期	2
心理学概説Ⅰ	前期	2
心理学概説Ⅱ	後期	2
法学(含日本国憲法)	前期	2
法学(含日本国憲法)	後期	2
音楽療法概論Ⅰ	前期	2
音楽療法概論Ⅱ	後期	2
音楽療法入門Ⅰ	前期	2
音楽療法入門Ⅱ	後期	2
芸術文化環境論Ⅰ	前期	2
芸術文化環境論Ⅱ	後期	2

Basic specialized subjects

Subjects	Semester	Credits
西洋音楽史	通年	4
日本・東洋音楽史Ⅰ	前期	2
日本・東洋音楽史Ⅱ	後期	2
声楽史	通年	4
オペラ史	通年	4
鍵盤音楽史	通年	4
室内楽史	通年	4
管弦楽史	通年	4
楽器学	通年	4
ジャズ・ポピュラー音楽Ⅰ	前期	2
ジャズ・ポピュラー音楽Ⅱ	後期	2
管弦楽概論	通年	4
音楽分析	通年	4
作曲家作品研究A(声楽)	前期	2
作曲家作品研究B(鍵盤)	前期	2
作曲家作品研究C(管弦楽)	後期	2
作曲家作品研究D(室内楽)	後期	2
邦楽概論A(雅楽)	前期	2
邦楽概論B(声明・琵琶楽)	前期	2
邦楽概論C(能楽)	前期	2
邦楽概論D(三曲)	後期	2
邦楽概論E(長唄・歌舞伎音楽)	前期	2
邦楽概論F(浄瑠璃)	後期	2

Specialized subjects

Subjects	Semester	Credits
副科指揮法Ⅰ	通年	2
副科指揮法Ⅱ	通年	2
副科指揮法Ⅲ	通年	2
オペラ基礎演技A・B	通年	4
舞台語発音法	通年	4
声楽アンサンブルA	通年	4
声楽アンサンブルB	通年	4
副科合唱	通年	2
西洋古楽演奏Ⅰ	通年	2
西洋古楽演奏Ⅱ	通年	2
ガムラン演奏Ⅰ	通年	2
ガムラン演奏Ⅱ	通年	2
東洋音楽演奏Ⅰ	通年	2
東洋音楽演奏Ⅱ	通年	2
西洋音楽史概説	通年	4
日本音楽史概説	通年	4
東洋音楽史概説	通年	4
音楽美学概説	通年	4
音楽理論概説	通年	4
音楽民族学概説	通年	4
西洋音楽史1講義Ⅰ	前期	2
西洋音楽史1講義Ⅱ	後期	2
西洋音楽史2講義Ⅰ	前期	2
西洋音楽史2講義Ⅱ	後期	2
現代音楽講義Ⅰ	前期	2
現代音楽講義Ⅱ	後期	2
日本音楽史1講義Ⅰ	前期	2
日本音楽史1講義Ⅱ	後期	2
日本音楽史2講義Ⅰ	前期	2
日本音楽史2講義Ⅱ	後期	2
東洋音楽史講義Ⅰ	前期	2
東洋音楽史講義Ⅱ	後期	2
音楽民族学講義Ⅰ	前期	2
音楽民族学講義Ⅱ	後期	2
音楽美学講義Ⅰ	前期	2
音楽美学講義Ⅱ	後期	2
音楽理論史講義Ⅰ	前期	2
音楽理論史講義Ⅱ	後期	2
音楽音響学Ⅰ	前期	2
音楽音響学Ⅱ	後期	2
音楽社会学Ⅰ	前期	2
音楽社会学Ⅱ	後期	2
音楽分析論Ⅰ	前期	2
音楽分析論Ⅱ	後期	2
記譜法	通年	4

Note 1: Accepted applicants will be notified of the days and hours of subjects to be offered along with notice of approval for attendance. Note that some of the subjects above might not be offered during the 2020 academic year.

Note 2: Subject titles are subject to change.

Note 3: 法学（含む日本国憲法）(Law [including the Constitution of Japan]) may be taken only once, in either the first or the second semester.

Note 4: You can take only one of the following: 副科指揮法Ⅰ (Conducting I), 副科指揮法Ⅱ (Conducting II), and 副科指揮法Ⅲ (Conducting III).

Handling of personal information

Under the Act on the Protection of Personal Information by Incorporated Administrative Agencies (“Personal Information Protection Act” hereinafter), the University will use personal information obtained during the process of selecting students for tasks related to the selection process and for other purposes, as described below.

1. Purposes of use

- (1) Personal information concerning successful applicants such as names and addresses will be used for tasks related to admission procedures.
- (2) Personal information, such as names and addresses concerning persons who have completed admission procedures will be used following matriculation for tasks related to their studies, including management of student records and tasks related to health, such as medical examinations.
- (3) Personal information such as names and addresses concerning persons who have completed admission procedures will be used for tasks related to the management of payments, such as collection of enrollment and tuition fees.
- (4) Personal information such as grades obtained during the selection process will be used for tasks related to support for studies, including waivers of enrollment fees and tuition fees in the first year and selection of students for scholarships.
- (5) Personal information such as grades obtained during the selection process will be used for tasks related to statistical processing, provision of information to prospective students, and surveys and research related to the selection process. In such cases, the personal information will be used in ways that render it impossible to identify individuals.

2. Provision of personal information to third parties

Apart from the cases set forth in Article 9 of the Personal Information Protection Act, personal information obtained by the University will not be used for other purposes or provided to third parties without the permission of the applicants themselves.

However, the minimum required information may be provided in the following cases:

- (1) Tasks involving the handling of personal information described in 1. (1) to (5) above may be entrusted to an external third party after concluding a contract with them concerning the appropriate handling of personal information
- (2) As required by law and/or as consented to in advance by the person concerned.

[For qualification non-degree students]

Curriculum vitae

Year	Month	Academic history (Enter information for high school graduation and education beyond.)
		Graduated high school:
Year	Month	Employment history

I hereby certify that the above information is correct.

Date (YYYY/MM/DD): / /

Applicant's signature: _____

[For professional non-degree students]

Date (YYYY/MM/DD): / /

Dear Dean of Faculty of Music:

Title and name of supervisor:
(person authorized to appoint the applicant)

Official seal

2020 Academic Year Tokyo University of the Arts Faculty of Music Non-degree Student Admission Application Form

I hereby recommend the following person as a non-degree student to study at the Tokyo University of the Arts Faculty of Music in the 2020 academic year.

(Furigana)				Affix photo here. (Write your name on the back of the photo) <ul style="list-style-type: none"> • 4 cm × 3 cm • Top half of your body, facing front, without a hat • Taken within three months before the application
Name	M / F			
Date of birth (age)	(YYYY/MM/DD): / / (years old)			
Permanent residence	(Prefecture/country only)			
Current address	(Postal code: -) (TEL - -) (Email address:)			
Employer/section				
Employment address	(Postal code: -) (TEL - -)			
Subjects you wish to take (Circle "Y" or "N" to indicate whether you want to be issued a certificate of earned units.)	①	Y / N	⑥	Y / N
	②	Y / N	⑦	Y / N
	③	Y / N	⑧	Y / N
	④	Y / N	⑨	Y / N
	⑤	Y / N	⑩	Y / N
* To be completed by the University	Total number of subjects: subjects Total number of units: units			

Note: Leave the box marked with * blank.

Curriculum vitae

Year	Month	Music studies/research history (teachers, published works, essays, etc.)
Year	Month	Academic history (Enter information for high school graduation and education beyond.)
		Graduated high school:
Year	Month	Employment history
<p>I hereby certify that the above information is correct.</p> <p>Date (YYYY/MM/DD): / /</p> <p style="text-align: center;"><u>Applicant's signature:</u> _____</p>		

[For international non-degree students]

Curriculum vitae

Year	Month	Music studies/research history (teachers, published works, essays, etc.)
Year	Month	Academic history (Enter information for high school graduation and education beyond.)
		Graduated high school:
Year	Month	Employment history

I hereby certify that the above information is correct.

Date (YYYY/MM/DD): / /

Applicant's signature: _____