

National Sun Yat-sen University

Guidelines for Undergraduate Students' Change of Departments

Amendment approved by the 110th Academic Affairs Council Meeting, December 18, 2006

Ratified by Tai-Kao (2) Letter No. 0950002903, January 16, 2007

Approved by the 118th Academic Affairs Council Meeting, December 11, 2008

Article 5 ratified by Tai-Kao (2) Letter No. 0980002422, January 8, 2009

Article 8 ratified by Tai-Kao (2) Letter No. 0980016048, February 11, 2009

Amendments to Article 2, 8 and 13 approved by the 132nd Academic Affairs Council Meeting, June 11, 2012

Articles 2, 8 and 13 ratified by Tai-Kao (2) Letter No. 1010142396, August 6, 2012

Article 1. The Guidelines were established in accordance with the Academic Regulations of the university.

Article 2. Students in a Bachelor's program who have studied for one full year may apply for transfer to another department in accordance with the following regulations:

- (1) A student applying before the beginning of the second academic year may change to any department and study from the second academic year.
- (2) A student applying before the beginning of the third academic year may change to any department of a similar nature and study from the third academic year; or to any department of a different nature and study from the second academic year.
- (3) A student applying before the beginning of the fourth academic year for special reasons may change to any department of a similar nature or to a minor study and start from the third academic year.
- (4) A student applying during an extended study period change to any department of a similar nature or a minor study and start from the appropriate year based on the courses and credits completed so far.

All graduation requirements of the new department must be met to qualify for graduation.

A student who transfers into a new department at a lower year level shall fulfill the course and credit requirements of the new department for that year; the overlapping portion of the study period shall not be included into the calculation of the maximum study period at the new department.

Article 3. A student may not apply for a change of department if they fall into one of the following categories:

1. The student is on suspension.
2. The student is not allowed to change departments due to admission restrictions. An exemption may be granted by the Academic Affairs Council in special circumstances.

Article 4. The schedule for change of department applications and approval is dependent on the university calendar.

Article 5. A student applying for a change of department must fill out an application form (including the Desired Department Selection Form). Up to two preferences can be named. The application form must be signed and approved by the student's parent or legal guardian then submitted along with the academic transcript to the instructor and head of the original department for approval. The Office of Academic Affairs conducts an initial review then forwards the application to the desired department. Once it has been reviewed by the departmental affairs council

or the department's recruitment-related committee then approved by the dean of the college, the result of the review along with the meeting minutes are delivered to the Office of Academic Affairs; a decision is then made by the Office of Academic Affairs based on the review opinion of the new department and the student's preferences then submitted to the University president for sanction prior to announcement.

- Article 6. The student must meet the standards of the desired department for the change to be made; the review standards for change of department shall be defined elsewhere.
- Article 7. The student may not withdraw or change their preferences of their application beyond the deadline for change of department applications. Students who are barred from changing departments due to regulations shall have their transfer revoked upon discovery.
- Article 8. (Deleted)
- Article 9. International students applying for a change of department are governed by these Guidelines. If the student is unable to continue with their studies in the original department due to incompatible interests or other reasons, the Office of International Affairs and counseling unit may provide suggestions and a change of department permitted on a lenient basis with the consent of the heads of involved departments.
- Article 10. Once the list of approved changes of department has been announced, approved students may not apply for transfer back to their original department without the approval of the related colleges/departments and from the Dean of Academic Affairs.
Applications for transfer back to the original department must be made prior to the course selection period specified in semester calendar.
- Article 11. Change of groups or transfer to another degree program is governed by the Guidelines.
- Article 12. Any matters not covered in the Guidelines shall be handled in accordance with the Academic Regulations and related policies.
- Article 13. The Guidelines were approved by the Academic Affairs Council, sanctioned by the University President prior to implementation, and forwarded to the Ministry of Education for reference. Modifications shall follow the same procedure.