

National Sun Yat-Sen University

Guidelines for Graduated Students Change of Major

Approved by the 113th Academic Affairs Meeting on October 5, 2007

Approved by the 132th Academic Affairs Meeting on June 11, 2012

Filed for reference by Ministry of Education's Official Letter Tai-kao-(2)-tzu No.1010142396, August, 06, 2012

Approved by the 153th Academic Affairs Meeting on October 13, 2017

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1. The Guidelines are defined in accordance with the University Academic Policies.
2. The university's Master Program students can apply for studying a minor after having completed one semester (studies suspension does not count as study period). The application and admission dates each year accord with the academic schedule.
3. Graduate students who wish to change their majors shall complete the request form, and then submit along with their transcripts and relevant documents to the Office of Academic Affairs for preliminary examination, upon approval of the current departments/institutes. All application documents will be submitted to the new departments/institutes for further review. The request for change of major shall be discussed and reviewed at the faculty meetings of the new departments/institutes. The review results, together with the minutes, will be submitted to the Office of Academic Affairs, and then published upon approval of the President.
4. Graduate students who request a change of their majors will not be admitted by the current departments/institutes after their requests are approved, and shall complete all the requirements stipulated by the new departments/institutes for graduation.
5. If there are any restrictions on change of majors subject to various types of admission, such restrictions shall apply.
6. In the case of request for change of academic degree programs, this Guidelines shall apply.
7. Any matters not provided herein shall be handled in accordance with the University Academic Policies and relevant regulations.
8. These guidelines shall be implemented after being approved by the Academic Affairs Meeting; the same procedure applies to the amendments of these guidelines.

英文法規翻譯內容若有疑義，以中文法規為主。

For the avoidance of doubt in English version regulation, Chinese version will be prevailing.

國立中山大學研究生轉系所作業規定

中華民國 96 年 10 月 5 日本校第 113 次教務會議通過

1010611 本校第 132 次教務會議修正通過

1010806 台高(二)字第 1010142396 號函備查

1061013 本校第 153 次教務會議修正通過

1061219 臺教高(二)字第 1060156822 號

- 一、本作業規定依據本校學則訂定之。
- 二、本校研究生得於修業滿一學期申請轉系所（休學不計入年限），每學期確定申請及核定時間，依照本校行事曆規定。
- 三、研究生申請轉系所，須填具申請單，連同成績單經所屬系所同意後送教務處初審，再連同有助轉系所之相關審查資料送擬轉入系所審核；研究生轉系所之審核須經轉入系所之系務會議或系所招生相關之委員會議審核，審核結果連同會議紀錄送教務處陳請校長核准後公告。
- 四、研究生轉系所後須完成轉入系所規定之畢業條件，方得畢業。
- 五、受各種入學方式之規定有轉系所限制者，依其規定辦理。
- 六、研究生轉學位學程者，比照本規定辦理。
- 七、本作業規定如有未盡事宜，悉依本校學則及有關規章辦理。
- 八、本作業規定經本校教務會議通過，經校長核定後公告實施，並報教育部備查，修正時亦同。