

# 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

Amendments approved by the 156nd Academic Affairs Council Meeting, May 24, 2018

Ratified by Tai-Kao (2) Letter No. 1070116212, August 16, 2018

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 may 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. Students in the following situations cannot apply for studying a minor:

1. Students from outer islands who, according to the "Regulations of Students from Penghu, Kinmen, and Matsu Areas to be Granted Recommended Admission to Senior High Schools, Universities, and Colleges", apply for admission by recommendation. However, this does not apply if special circumstances are reported by the local government of the applicant.
2. Those who cannot study a minor because of the restrictions imposed by admission model regulations. However this does not apply to those allowed to do so by the decision of the Academic Affairs Council.

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. Foreign, overseas and Mainland Chinese and disabled students' application for studying a minor shall be processed in accordance with these Guidelines. However, if because of lack of motivation or other reasons, a foreign, overseas or Mainland Chinese or disabled student cannot graduate from their first department, they shall be guided by the Office of Academic Affairs, and having obtained consent of the relevant supervisor, get an approval with leniency. Mainland Chinese students filing an application for minor, can be admitted by the Office of Academic Affairs for the same academic year only.

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.

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.

# 國立中山大學學士班學生轉系辦法

95.12.28 本校第 110 次教務會議修正通過

96.01.16.台高(二)字第 0950002903 號函同意備查

97.12.11 本校第 118 次教務會議修正通過

98.01.08.台高(二)字第 0980002422 號函同意備查第 5 條條文

98.02.11.台高(二)字第 0980016048 號函同意備查第 8 條條文

101.06.11 本校第 132 次教務會議修正通過

101.08.06.台高(二)字第 1010142396 號函備查第 2,8,13 條條文

107.05.24 本校第 156 次教務會議修正通過

107.08.16 臺教高(二)字第 1070116212 號函備查

第一條 本辦法依據本校學則訂定之。

第二條 各學系修讀學士學位學生，修業滿一學年，得依照下列規定申請轉系：

- (一)於第二學年開始前申請者，得轉入各學系二年級肄業。
- (二)於第三學年開始前申請者，得轉入性質相近學系三年級或性質不同學系二年級肄業。
- (三)因特殊原因於第四學年開始前申請者，得轉入性質相近學系或輔系三年級肄業。
- (四)於延長修業年限申請者，依其已修科目與學分，得轉入性質相近學系或輔系適當年級肄業。

轉系須完成轉入學系規定之畢業條件，方可畢業。

降級轉系者，其應修學分數及必修科目，應依轉入年級學生入學學年度必修科目表之規定；其在二系重複修習之年限，不列入轉入學系之最高修業年限併計。

第三條 學生有下列情形之一者，不得申請轉系：

1. 依「離島地區學生保送高級中等以上學校辦法」申請保送升學之離島地區學生。但有特殊情況報經原保送之地方政府同意者，不在此限。
2. 受各種入學方式之規定限制不得轉系者，惟情況特殊經教務會議通過者，不在此限。

第四條 轉系申請及核定時間，依照本校行事曆規定。

第五條 學生申請轉系，須填具申請單（含志願表），至多可選填二個志願，申請單經家長或監護人簽章同意，連同成績單先經所屬學系導師及系主任簽署、教務處初審後，送擬轉入學系，經系務會議或系招生相關之委員會議審核，院長簽章後，將審核結果連同會議紀錄送教務處；教務處依轉入學系審查意見及學生志願序，簽請校長核定後公告。

第六條 學生須符合擬轉入學系之標準，方得轉系；轉系審查標準另訂之。

第七條 學生申請轉系於申請期限截止後，不得請求撤銷或變更所填之志願。

依相關規定不得轉系之學生，事後發現轉系者撤銷其轉系資格。

第八條 刪除。

第九條 外國學生、僑生、陸生及身心障礙學生申請轉系者，依本辦法辦理之。如確因不合志趣或其他因素，無法在原系繼續肄業者，外國學生、僑生及陸生由國際事務處輔導，身心障礙學生由學生事務處輔導，經有關係主任之同意，得從寬核准。

陸生申請轉系，以教育部核定當學年度得招收陸生之學系為限。

第十條 轉系名單經公告後，經核准轉系學生，非經相關院系及教務長核准者，不得請求回原系級肄業。

申請回原系級肄業，應於轉入學期行事曆規定加退選開始前辦理。

第十一條 同系轉組及轉學位學程者，比照本辦法規定辦理。

第十二條 本辦法如有未盡事宜，悉依本校學則及有關規章規定辦理。

第十三條 本辦法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。