

NATIONAL SUN YAT-SEN UNIVERSITY

Guidelines for Undergraduate Students Transferring Classes (Groups) within Departments with All-English Classes (Groups)

Approved by the University's 171st Academic Affairs Meeting on March 15, 2022

- Article 1 These guidelines have been formulated with reference to the University's departmental transfer regulations to establish procedures for student applications for transferring classes (groups) in departments that recruit for all-English classes (groups) at the University.
- Article 2 Students in undergraduate programs of departments that recruit for all-English classes (groups) may apply for transfer of classes (groups) after they have completed their first academic year of studies.
- Article 3 Applicants who apply before the start of their second academic year may transfer into the second year program. Applicants who apply before the start of their third academic year may transfer into the third year program, or with approval into the second year program. Applicants who apply during of their fourth academic year due to special circumstances shall transfer into the appropriate year depending on their completed subjects and credits, but must study in the new class (group) for at least one year.
- Article 4 Students who transfer into classes (groups) shall complete the graduation requirements of the new class (group) in order to graduate. Those who transfer classes (groups) to a lower year shall abide by the compulsory course list stipulated for the grade into which the student is transferring. The years of repeated study shall not be included in the calculation of the maximum years of study for the new class (group).
- Article 5 Students whose admissions criteria forbid a change of class (group) may not transfer classes (groups), unless specifically approved by the department meeting due to special circumstances. Those who have been approved by the Vice President for Academic Affairs shall be exempt from this rule.
- Article 6 Procedures and regulations for transfer applications are as follows:
- A. Application and approval dates shall be determined and announced each year by the Office of Academic Affairs.

- B. Students applying to transfer classes (groups) shall fill out an application form, which must be signed and approved by the applicant's parents or guardians. The application form shall be submitted to the corresponding department along with the applicant's transcript. After being signed by the instructor and department chair, reviewed by the departmental affairs meeting or department admissions committee meeting, and sent to the Office of Academic Affairs for approval by the Vice President for Academic Affairs, the department shall announce the results.
- C. Students wishing to apply for transfer must have maintained a GPA in the top 50% all students in their original class (group) in the previous academic year. Those who intend to transfer to an all-English class (group) must have EMI courses as more than 30% of their total original credits. Departments may set a higher standard, which shall take precedence.
- D. Students who receive special approval from the departmental affairs meeting or department admissions committee meeting, and whose application is approved and signed by the Vice President for Academic Affairs, may transfer classes (groups).
- E. Students applying for transfer of class (group) may not cancel or modify their request after the application deadline has passed. If students who were not allowed to transfer classes (groups) in accordance with the relevant regulations are found to have transferred later, their eligibility to do so will be revoked.
- F. After the list of students approved for transferring classes (groups) is announced, students who have been approved to transfer classes (groups) will not be allowed to return to their original classes (groups) without first receiving approval from the relevant departments and the Vice President for Academic Affairs. The application for returning to the original class (group) shall be processed before the start of course additions and withdrawals as scheduled in the semester during which the transfer of class (group) is in effect.

Article 7 The criteria for receiving awards in a student's original course of studies and the student's award status shall be adjusted to accord with the criteria of the student's new class (group).

Article 8 For other matters not covered in these Guidelines, please refer to the relevant regulations of the University.

Article 9 These Guidelines shall be implemented following the approval of the Academic Affairs Meeting and authorization by the President of the university. Modifications shall follow the same procedure.

英文版本如有牴觸或不相符之處，應以中文版本為準。

Any dispute over interpretations of these regulations shall be resolved in the court of law based on the Chinese version.

國立中山大學學士班招收全英分班（組）學系 學生系內轉換班（組）別要點

111.3.15 本校第 171 次教務會議通過

- 一、為使本校招收全英分班（組）學系之學生申請轉換班（組）別有所依循，特比照本校學生轉系辦法訂定本要點。
- 二、各學系學士班有招收全英分班（組）者，其學生在校修業滿一學年，得申請轉班（組）。
- 三、於第二學年開始前申請者，得轉入二年級肄業；於第三學年開始前申請者，得轉入三年級或經審查同意進入二年級肄業。因特殊原因於第四學年始申請者，依其已修科目與學分，得轉入適當年級肄業，但至少應在轉入班（組）修業一年。
- 四、轉班（組）學生須完成轉入班（組）規定之畢業條件，方可畢業。降級轉班（組）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；其在重複修習之年限，不列入轉班（組）之最高修業年限併計。
- 五、學生受各種入學方式之規定限制不得轉班（組）者，不得轉班（組），惟情況特殊經系所務會議通過，經教務長核定者，不在此限。
- 六、轉班（組）申請流程及規範：
 - （一）申請及核定時間，依照本校教務處公告時間規定辦理。
 - （二）學生申請轉班（組），須填具申請單，申請單經家長或監護人簽章同意，連同成績單送所屬學系，經導師、系主任簽署及系務會議或系招生相關之委員會議審議通過送教務處簽經教務長核定後，由學系公告。
 - （三）申請轉班（組）者，前一學年之平均成績應達全班（組）之前 50%。擬轉入全英班（組）者，其 EMI 課程應達修習學分之 30% 以上，學系得另訂更高之標準。
 - （四）因特殊原因經系務會議或系招生相關之委員會議審議通過經教務長簽核同意者，得專案轉班（組）。
 - （五）學生申請轉班（組）於申請期限截止後，不得請求撤銷或變更。依相關規定不得轉班（組）之學生，事後發現轉班（組）者撤銷其轉班（組）資格。
 - （六）轉班（組）名單經公告後，經核准轉班（組）學生，非經相關院系及教務長核准者，不得請求回原班（組）肄業。申請回原班（組）肄業，

應於轉入學期行事曆規定加退選開始前辦理。

七、依班（組）身分訂有獎勵條件者，轉班（組）後依其轉入班（組）身分規定調整。

八、本辦法如有未盡事宜，悉依本校學則及有關規章規定辦理。

九、本辦法經本校教務會議通過，經校長核定後公告實施，修正時亦同。