

NATIONAL SUN YAT-SEN UNIVERSITY
Regulations and Procedures for Undergraduate Student
Transfers between National Sun Yat Sen University and
Kaohsiung Medical University

Submitted to the Ministry of Education via Letters No. Jongjiao Zi 1100700389 and Kaoshujiao Zi 1101101341 on
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Ministry of Education Response via Letter No. Taigaojiao (4) Zi 1100062078

- Article 1 These procedures have been formulated for the handling of applications of students for transfers between National Sun Yat-Sen University (NSYSU) and Kaohsiung Medical University (KMU) (“the two universities”) in accordance with the Ministry of Education-approved National Sun Yat-Sen University and Kaohsiung Medical University Student Transfer Program for the 2021-2022 academic year.
- Article 2 Students at the two universities may apply to transfer to a different undergraduate department or degree program in either university to meet their personal career planning needs or interests. Issues relevant to each program shall be determined by each department and degree program. Inter-university programs are not subject to these restrictions.
- The two universities shall accept transfers between departments and degree programs as mentioned above if the transfer does not interfere with human resource regulations for teacher training, medicine, and other government departments.
- Article 3 Transfer procedures for the two universities, such as the application deadline, quotas, qualifications, and review procedures, shall be handled in accordance with regulations of the university to be transferred into.
- Article 4 Undergraduate students who have completed more than one academic year of studies may apply for a transfer before the beginning of their second academic year. The application shall meet the application standards established by the department and degree program the student is applying to.
- Article 5 The quota for transfer students between the two universities shall be as follows:
- A. The transfer quota shall be limited by vacancies in the freshman quota of the department and degree program, excluding vacancies due to deferred admissions, leaves of absence, or additional quota.
 - B. The actual number of students admitted by the two universities is limited to no more than 20% of the vacancies in the undergraduate classes of the university with the most vacancies. After the transfer process has been completed, the total number of students in each year in the two universities shall not exceed the original new student quota for the given academic year.

C. After transferring schools, the quality of the instructors in each department and degree program shall still comply with the regulations on scale and resource criteria for schools above the junior college level.

For matters governed by other regulations established by the Ministry of Education or the Ministry of Health and Welfare, those regulations shall be followed.

Article 6 Under any of the following circumstances, a student may not apply for a transfer:

A. The student has not yet completed one academic year of studies.

B. The student is taking a leave of absence.

C. The student has been approved to transfer departments or degree programs within their university, or has transferred under this program in the past.

D. The student is not allowed to transfer departments or degree programs due to the rules of either university.

E. The student is not allowed to transfer due to admissions restrictions.

Article 7 After the completed student transfer applications are reviewed and approved by their original university, the Office of Academic Affairs of the original university shall compile and deliver the applications to the receiving university. Admissions will be based on the review standards stipulated by the receiving university. The list of approved transfer students shall be officially announced by the two universities.

Article 8 Students of the two universities may only apply once for a transfer, and may only fill in a maximum of two choices.

After a transfer has been approved, the student may not request to return to or transfer back to their original university. Transferring students shall graduate upon completing the graduation requirements stipulated by the department and degree program they transferred into. Those whose transfer applications are not approved shall continue to attend their original university and graduate from their original department and degree program.

Article 9 After the transfer process is complete, the department and degree program of the receiving school shall guide the transferring students in enrollment and course selection, and the students shall apply for credit transfers in accordance with the regulations of the receiving university.

Article 10 Each department and degree program at the two universities shall set their own transfer examination standards. If the standard includes a written examination, the examination subjects and dates shall be stipulated by the receiving university, and shall be approved in accordance with the receiving university's procedures.

Article 11 These procedures shall be implemented following the approval of the KMU & NSYSU Alliance Academic Affairs Meeting, the Academic Affairs Meetings of the two universities, and the Ministry of Education. 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.

國立中山大學及高雄醫學大學辦理學士班學生轉校辦法

報部文號：110年4月28日中教字第1100700389號及高暑教字第1101101341號函

教育部函復文號：臺教高（四）字第1100062078號函

- 第一條 依教育部核定110至111學年度「國立中山大學及高雄醫學大學學生轉校計畫」，辦理國立中山大學及高雄醫學大學（以下簡稱兩校）學生申請轉校事宜，訂定本辦法。
- 第二條 兩校學生因個人生涯規劃及志趣考量，得申請轉入兩校不同性質之學系與學位學程學士班，有關性質之認定由各學系與學位學程認定之；惟跨校學程，不在此限。
- 前項兩校開放招收轉校之學系與學位學程以非涉及師資培育、醫學與其他政府部門訂有人力控管規定為限。
- 第三條 兩校辦理學生申請轉校作業，其申請時程、名額、資格條件及審查程序等，依轉入學校規定辦理。
- 第四條 學士班學生修業滿一學年以上者，第二學年起，於學年開始前得申請轉校，申請應符合各學系與學位學程訂定之申請標準。
- 第五條 兩校學生互轉名額如下：
- 一、以學系與學位學程核定新生名額核算之缺額為限，不含保留入學、休學或外加名額造成之缺額。
 - 二、兩校實際錄取人數以不超過兩校學士班缺額（以缺額較多者為母數計算）之20%為限；且兩校互轉後及校內原轉學招生辦理完竣後，兩校各年級名額內學生總數不得超過各該學年度原核定新生總數。
 - 三、辦理轉校後，各學系與學位學程之師資質量仍應符合專科以上學校總量規模與資源條件標準相關規定。
- 教育部或衛生福利部另有規定者，依其規定辦理。
- 第六條 兩校學生有下列情形之一者，不得申請轉校：
- 一、修業未滿一學年者。
 - 二、在休學期間者。
 - 三、已核准在原就讀學校轉系、學位學程或依本辦法轉校一次者。
 - 四、依各校相關規定不得申請轉系、學位學程者。
 - 五、受各種入學方式之規定限制不得轉系者。
- 第七條 申請轉校學生，經原就讀學校審查通過後，由原就讀學校教務處彙整資料遞送申請轉入之學校，依轉入學校規定之審查標準錄取，經核准轉校學生名單，由兩校正式公告。

第八條 兩校學生申請轉校以一次為限，至多可選填二個志願。

凡轉校學生核准後，不得再行請求更改或轉回原就讀學校就讀，並需完成轉入學系與學位學程規定之畢業條件，方可畢業。申請轉校未經通過者，仍回原就讀學校學系與學位學程肄業。

第九條 轉校學生於轉入後，由轉入學校之學系與學位學程輔導其入學及選課，並應依轉入學校相關規定辦理學分抵免。

第十條 兩校各學系與學位學程得自訂轉校審查標準，審查標準含筆試科目者，考試科目及日期均由轉入學校規定，並依轉入學校之程序核定。

第十一條 本辦法經「中山高醫攻頂大學聯盟」教務工作圈會議審議，提送兩校教務會議審議通過，並報教育部核定後實施，修正時亦同。