

# National Changhua University of Education Regulations for Department (Institute) Transfer

Discussed and approved in the Academic Affairs Meeting and Curriculum Committee on May 11, 2005

Amended and approved in the Academic Affairs Meeting on April 18, 2007

Amended and approved in the Academic Affairs Meeting on November 11, 2009

Amended and acknowledged by Letter Tai-Jiao-Gao-(II)-Zi No. 1020117242 dated August 5, 2013

Amended and approved in the Academic Affairs Meeting on December 11, 2013

Acknowledged by Letter Tai-Jiao-Gao-(II)-Zi No. 1030000733 dated January 14, 2014

Amended and approved in the Academic Affairs Meeting on May 30, 2018

Amended and acknowledged by Letter Tai-Jiao-Gao-(II)-Zi No. 1070111649 dated August 14, 2018

- Article 1 The Regulations were established in accordance with Article 41 of the University's Academic Regulations.
- Article 2 Undergraduate students may apply to transfer to other departments before the beginning of the second academic year. Students who file transfer applications before the start of the third academic year may transfer into the third year of study in departments that are similar in nature, or the second year of study in departments that are not similar in nature; students who file transfer applications before the start of the fourth academic year for special reasons may transfer into the third year of study in departments that are similar in nature.
- Graduate students' department (institute) transfer applications must be approved by their original department (institute) and the department (institute) they are transferring into, and shall be handled in accordance with the Regulations.
- Article 3 The following students may not apply for departments (institutes) transfer:
- I. Students with suspension from study approved or ordered which suspension period has not elapsed.
  - II. Where transfers are expressly prohibited in the Admission Prospectus or related regulations, students may not apply for department (institute) transfer after admission.
- Article 4 Students must submit applications to transfer departments (institutes) before the deadline specified in the academic calendar **each semester**. Late applications will not be accepted.
- Article 5 Each department (institute) may set its own rules for selecting transfer students. If the selection method includes a written examination, the subjects and date shall be set by the department (institute) which students are transferring into.

The selecting rules for students transferring to different departments (institutes) should be announced in advance.

- Article 6 **After a department (institute) transfer application is reviewed and approved by the director and dean of the new and old department (institute), the application shall be delivered to the Registration Section of the Office of Academic Affairs for approval and announcement by the Dean of Academic Affairs. The list of approved department transfers may not be modified or withdrawn once it has been approved and announced.**
- Article 7 The Office of Academic Affairs shall compile and announce the list of students approved for department (institute) transfer before registration in the **following semester.**
- Article 8 Students whose applications for department (institution) transfer are not approved will return to their original department (institution).
- Article 9 **The number of undergraduate students' transfer into or from a department shall not exceed twenty percent of the originally approved and allocated admission quota of the department. Where the quota is less than one person, it shall be calculated as one person.**
- The quotas and ratios for the transfer to other departments (institutes) for graduate students in master's and PhD programs shall be set by the departments (institutes).**
- Article 10 **Applications to return to the original department and year of study must be submitted to the Office of Academic Affairs within the specified time limit after studying for one academic year in the department the student transferred into. However, this does not apply in special circumstances approved by the relevant departments and colleges and the Dean of Academic Affairs.**
- Article 11 Transfer students must complete the required courses and credits specified by the department (institute) that they transfer into before they can graduate.
- Article 12 Program transfers within the same department shall be handled according to the rules of department (institute) transfers.
- Article 13 These Regulations shall take effect after being approved in the Academic Affairs Meeting and announced by the president, and shall be submitted to the Ministry of Education for reference. The same shall apply to subsequent amendments.