

National Chi Nan University Student Transfer Policy

Approved at the 1st Academic Affairs Meeting of the 85th Academic Year on September 4, 1996

Approved by the President on September 23, 1996

Approved at the 2nd Academic Affairs Meeting of the 90th Academic Year on November 22, 2001

Approved by the Ministry of Education (Taiwan) with the letter (91) No. 91014318 on January 29, 2002

Amended at the 3rd Academic Affairs Meeting of the 90th Academic Year on March 21, 2002

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Articles 8 and 9 amended and approved at the 8th Academic Affairs Meeting of the 94th Academic Year on June 15, 2006

Amendments to Articles 8 and 9 approved for record by the Ministry of Education (Taiwan) with the letter No. 0950138344 on September 25, 2006

Articles 1, 2, 3, 5, 7, and 8 amended and approved at the 5th Academic Affairs Meeting of the 96th Academic Year on January 30, 2008

Approved by the Ministry of Education (Taiwan) with the letter No. 0970029776 on March 4, 2008

Articles 2, 3, 4, 5, 6, 7, and 8 amended at the 2nd Academic Affairs Meeting of the 97th Academic Year on December 17, 2008

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Articles 3, 4, 5, and 8 amended and approved at the 7th Academic Affairs Meeting of the 105th Academic Year on June 14, 2017

Approved by the Ministry of Education (Taiwan) with the letter No. 1060105493 on August 15, 2017

Articles 4 and 8 amended at the 4th Academic Affairs Meeting of the 111th Academic Year on March 15, 2023

- Article 1 This policy is formulated in accordance with Paragraph 4 of Article 38 of the University's Academic Regulations.
- Article 2 Undergraduate students from various departments who meet the following qualifications may apply for a transfer of department:
1. Applicants applying before the start of the second academic year may transfer to the second year of study in various departments (bachelor's degree programs).
 2. Applicants who apply before the start of their third academic year may transfer into the third year of a related department (bachelor's degree program) or the second year of a department with non-related field (bachelor's degree program).
 3. Applicants who apply before the start of their fourth academic year due to special reasons may transfer into the third year of a related department (bachelor's degree program), double major, or minor program.
 4. Applicants for higher grades may transfer into an appropriate year of a related department (bachelor's degree program) or minor program based on their completed courses and credits.
- Article 3 Students in each department who meet any of the following conditions are not allowed to apply for a transfer:
1. Those who have been enrolled for less than one academic year
 2. Those who have extended their study period
 3. Students on leave of absence during their leave period are not allowed to apply. However, this does not apply to those whose return to school coincides with the approval of the transfer in the first semester of the following academic year.
 4. Students restricted by various admission regulations; in case of special circumstances, the procedures should be handled according to the admission regulations of each type of admission.
- Article 4 Bachelor's degree students applying for a department transfer must follow the calendar's specified dates and the announcements from the Office of Academic Affairs. They need to fill out the application form, attach transcripts from all semesters, and include required documents from each department (bachelor's degree program). Underage students must also submit a consent form from a parent or guardian. The application must be approved by the heads of both the current and intended departments (bachelor's degree programs), submitted to the Office of Academic Affairs for review by the university's department transfer review committee, and signed by the university president for approval and announcement.

Each department (bachelor's degree program) may hold an examination if necessary for students applying to transfer into their program.

When bachelor's degree students wish to transfer into more than one department (bachelor's degree program), they must apply separately to each intended department and indicate their preference order on the application form. The university's department transfer review committee will review the applications according to the indicated preference order, and the student will be approved to transfer into only one of the departments (bachelor's degree programs).

Article 5 The department transfer review committee is chaired by the Dean of Academic Affairs and consists of the deans of each college and the heads of the relevant departments (bachelor's degree programs).

Article 6 The graduation requirements for approved transfer students will be based on the graduation requirements of the cohort they transfer into. The subjects and credits that need to be supplemented will be determined by the head of the department (bachelor's degree program) they transfer into. The results of this determination must be submitted in writing to the Office of Academic Affairs for record-keeping.

Article 7 Overseas Chinese students and students with disabilities applying for a department transfer should follow these regulations. If they are unable to continue their studies in their original department (bachelor's degree program) due to mismatched interests or other factors, and this is verified by the counseling unit and approved by the relevant department heads (bachelor's degree programs), their transfer applications may be leniently approved.

Article 8 These regulations should be announced and implemented after being approved by the Academic Affairs Meeting.