

National University of Kaohsiung Regulations for Transfer Across Departments (Divisions), Institutes, and Degree Programs

Passed in the second Academic Affairs Meeting on Nov 21, 2000
Amended and passed in the sixth Academic Affairs Meeting on Jul. 25, 2001
Amended and passed in the second Academic Affairs Meeting on Oct. 7, 2003
Amended and passed in the third Academic Affairs Meeting on Jan. 2, 2007
Amended and passed in the fifth Academic Affairs Meeting on Jun. 16, 2009
Amended and passed in the first Academic Affairs Meeting on Nov. 13, 2012

Article 1. The regulations are established in accordance with the National University of Kaohsiung Academic Regulations.

Article 2. Students of day-time bachelor programs, master programs and PhD programs, who meet the evaluation criteria of the desired department (division), institute, or degree program, are allowed to apply for the transfer across departments (divisions), institutes, or degree programs since the second year of their study. in which they submit their application. The evaluation criteria shall be publicized after constituted by the departments (division), institutes, or degree programs. Students of Industry In-Service Master Program, Night-Time Two-Year In-Service Bachelor Degree Program, and In-Service Master Program are not allowed to apply for the transfer.

Article 3. Students who apply for the transfer to related departments (divisions), institutes, or degree programs are arrange to study in the same year of their original departments (divisions), institutes, or degree programs. If they apply for the transfer to unrelated departments (divisions), institutes, or degree programs, applicants can opt for studying in the same year or lower year of their original ones. The overlapping terms they study in these two departments will not count toward the maximum time limit for degree completion in the new departments (divisions), institutes, or degree programs.

Article 4. Students cannot apply for the transfer to related departments (divisions), institutes, or degree programs in the following cases:

1. if they are suspended from school;
2. the applicants are approved.

Article 5. Application for the transfer to departments (divisions), institutes, or degree programs must be issued in accordance with the school calendar. After the

application is filled out, it shall be approved by their original and new departments (divisions), institutes, or degree programs, and Dean of Academic Affairs. Nevertheless, under particular situations, the application can be reviewed and passed in the Academic Affairs Meeting.

Applications for the transfer to departments (divisions), institutes, or degree programs are limited to issue once. To graduate from the university, applicants must meet the graduation requirements set for the students of the departments (divisions), institutes, or degree programs they transfer to.

Article 6. Once the application for the transfer to departments (divisions), institutes, or degree programs is approved, the applicants cannot request to go back to their original departments (divisions), institutes, or degree programs without the permission of the pertinent colleges/departments and the Dean of Academic office.

The afore-mentioned application for going shall give up the desired departments (divisions), institutes, or degree programs before the next academic year (before Jul. 31)

Article 7. After applicants have successfully transferred to the departments (divisions), institutes, or degree programs, they can apply for credit exemption in accordance with **National University of Kaohsiung Regulations For Credit Exemption.**

Article 8. These Regulations shall be published and implemented after approval by the Academic Affairs Meeting, presented to the president, and filed with the Ministry of Education for record. The same shall be applicable in the event of any amendment.