

Shih Chien University Regulations Governing Applications for Inter- departmental Transfers

Amended and approved at the Academic Affairs Meeting on
June 18, 1997

Amended and approved at the Academic Affairs Meeting on
November 4, 1997

Amended and approved at the Academic Affairs Meeting on
June 2, 1998

Amended and approved at the Academic Affairs Meeting on
March 7, 2000

Amended and approved at the Academic Affairs Meeting on
March 20, 2001

Amended and approved at the Academic Affairs Meeting on
January 8, 2002

Amended and approved at the Academic Affairs Meeting on
June 4, 2002

Amended and approved at the Academic Affairs Meeting on
November 12, 2002

Amended and approved at the Academic Affairs Meeting on
March 18, 2003

Amended and approved at the Academic Affairs Meeting on
March 22, 2005

Amended and approved at the Academic Affairs Meeting on
November 7, 2006

Amended and approved at the Academic Affairs Meeting on
January 30, 2007

Amended and approved at the Academic Affairs Meeting on
May 15, 2007

Amended and approved at the Academic Affairs Meeting on
March 11, 2008

Amended and approved at the Academic Affairs Meeting on
December 27, 2011

Amended and approved at the Academic Affairs Meeting on
November 4, 2014

Approved for Amendment in Reference to document Tai-Jiao-
Gao(2) No. 1040022489 on March 31, 2015

Amended and approved at the Academic Affairs Meeting on
December 18, 2018

Approved for Amendment in Reference to document Tai Jiao
Gao (2) No. 1080020856 on March 15, 2019

Amended and approved at the Academic Affairs Meeting on
April 30, 2019

Acknowledged by Letter Tai Jiao Gao(2) No. 1080110366 on
August 30, 2019

Articles 2 and 5 amended and approved at the Academic
Affairs Meeting on December 22, 2020

Approved for Amendment (except Paragraph 2, Article 2) in
Reference to document Tai Jiao Gao(2) No. 1100020039 on
February 18, 2021

Article 2 amended and approved at the Academic Affairs
Meeting on June 1, 2021

Approved for Amendment in Reference to document Tai Jiao
Gao(2) No. 1100099287 on August 9, 2021

Articles 4 amended and approved at the Academic Affairs
Meeting on December 6, 2022

Article 1 These regulations (hereinafter "the Regulations") were established in accordance with Article 28 of the University's Academic Regulations.

Article 2 The Regulations define inter-departmental transfers as transferring from and into the University's (including all campuses) departments, divisions within departments, and degree programs for undergraduate students. However, transfers between different academic systems and 2-year continuing education bachelor's degree programs are not allowed.

The number of spots available for transfer is limited to the vacancies caused by **enrollment and withdrawal in the degree program, excluding the vacancies caused by admission deferrals, suspension, or additional quotas**; the total number of students per year after transfer may not exceed the total number of new students approved by the Ministry of Education for the bachelor's degree program in the current academic year.

Transfer availability will be reviewed by the Academic Affairs Meeting and announced by the Office of Academic Affairs.

Article 3 If students feel that their department (division) and degree program does not meet their interests, they may apply for a inter-departmental transfer. However, those in the following circumstances may not apply for a inter-departmental transfer. The application and admission qualifications of violators will be revoked:

- I. Those in different academic systems.
- II. Those who have not completed one academic year of their study.
- III. Those who are in their suspension period.
- IV. Those who are deferral students.
- V. Fourth year students.
- VI. Those who have already had one inter-departmental transfer approved by the University.
- VII. Those subject to clear enrollment rules that state they are not eligible for inter-departmental transfers.

Mainland Chinese students may apply for a inter-departmental transfer in accordance with the Regulations, but are limited to departments (divisions) or degree programs that have been permitted to accept Mainland Chinese students.

Article 4 Students applying for inter-departmental transfers must correctly fill out an application form and may only select one department (division) or degree program as their choice; application shall be submitted within the deadline set forth in the school calendar along with the applicant's Chinese transcript as well as documents required by the department (division) or degree program. The application shall be personally submitted to the academic affairs unit in accordance with announced rules and procedures. Applications submitted after the deadline will not be accepted.

Applicant **under the age of majority** must provide a letter of consent from their legal representative.

Article 5 Students applying for inter-departmental transfer must meet the review standards of the department (division) or degree program they are transferring into for the academic year of application.

The review standards of the department students are transferring into stated in the previous paragraph shall be established by each department (division) and degree program, and submitted to the Office of Academic Affairs for approval and announcement.

Article 6 Each department (division) and degree program shall review applicants based on their independently established transfer review standards. Once approved by the department director, dean of college, and dean of academic affairs, review results will be organized by the academic affairs unit and ratification by the University President

for approval and announcement.

The establishment and amendment of the review standards by each department (division) and degree program mentioned in the previous paragraph must be reviewed and approved in the Academic Affairs Meeting before implementation; transfer announcements should be published prior to the beginning of submissions each year to facilitate student applications.

Article 7 Students who are approved for inter-departmental transfer may not request to return to their original department (division) or degree program for study; the procedures to transfer into a department (division) or degree program must be completed during registration.

However in the event of a student decides to forfeit the approved inter-departmental transfer due to special circumstances, the student shall submit an application within two weeks after the announcement of the admission notice. Applications submitted after the deadline will not be accepted.

Article 8 Students who have transferred departments must complete the graduation requirements of the academic year of enrollment in order to graduate; the number of courses and credits that can be transferred or must be taken shall be determined by the department they have transferred into.

Article 9 For students who transfer to a lower year of study, the repeated year of study between the two majors will not be included in the calculation of the department's maximum period of study.

Article 10 These Regulations become effective upon approval by the Academic Affairs Committee, and ratification by the University President. Furthermore, regulations are sent to the Ministry of Education for future reference.. Amendments shall follow the same procedure.