

National Chi Nan University Graduate Program Transfer (Department, Institute, Degree Program) Policy

Approved by the 7th Academic Affairs Meeting of the 107th Academic Year on June 19, 2019
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- Article 1 In order to handle the application process for master's and doctoral students requesting transfers between departments, institutes, or degree programs, this regulation is established in accordance with Article 40 of the university's academic regulations.
- Article 2 Graduate students of this university may apply for transfers between departments, institutes, or degree programs. The application and approval periods are determined each semester according to the university's academic calendar. Late applications will not be accepted under any circumstances. After the application deadline, requests for withdrawal or changes will not be considered.
- Article 3 Students applying for transfers between departments, institutes, or degree programs must meet the following requirements:
- (1) Have completed at least one year of study (periods of leave are not included)
 - (2) Must have an overall average academic grade above 70%
 - (3) Each department, institute, or degree program may establish its own application conditions for transfers.
- Graduate students from different educational systems or classes are not allowed to transfer between them.
- Article 4 Graduate students applying for transfers between departments, institutes, or degree programs must complete an application form and submit it along with their academic transcripts and any required documents specified by the respective departments, institutes, or degree programs. The application must be approved by the supervisors of both the current and intended departments, institutes, or degree programs before being submitted to the Office of Academic Affairs for review by the university's Transfer Review Committee. Once the list of approved transfers is finalized and announced, no requests for withdrawal or changes will be accepted.
- Students may apply for transfers to a maximum of two departments, institutes, or degree programs, and are allowed only one transfer.
- Article 5 After transferring to a new department, institute, or degree program, graduate students must fulfill the graduation requirements of the new department, institute, or degree program to graduate.
- Article 6 Those subject to transfer restrictions due to specific admission regulations must comply with those regulations.
- Article 7 Students applying for a transfer within the same department, institute, or degree program (official reclassification of student status) must follow these regulations.
- Article 8 Any matters not covered by these regulations shall be handled in accordance with the university's academic regulations and relevant rules.
- Article 9 These regulations will be announced and implemented after approval by the Academic Affairs Meeting and submitted to the Ministry of Education for recording.