

Subject: Information Concerning Undergraduate Program Transfer Application for Academic Year 2024–2025.

Description:

I. Application Schedule

1. Date: From July 15 to 18, 2024. Late applications will not be accepted.
2. Service Hours: 8:30 a.m. to 11:30 a.m. and 1:30 p.m. to 4:30 p.m.
3. Location: Registrar's Division, 1st Floor, East Wing of the Yun-Ping Building on the Kuang-Fu Campus.
4. Applicants following Article 8 of the "NCKU Program Transfer Regulations" should submit the required documents to the intended department/program for review before April 26, 2024. The department/program will send the preliminary review results to the Registrar's Division for final approval before May 31, 2024.

II. Required Documents

1. Original Student ID Card: It will be returned to the applicant after examination.
2. Application Form: Underage applicants should have their application form signed and endorsed by their parents or guardians.
3. Transcript: It should contain the grades of all completed courses including the Academic Year 2023–2024.
4. Relevant documents required by applicant's intended department/program.

III. Application Procedure

1. Applicants who meet the requirements of the intended department/program should submit the required documents to the Registrar's Division during the above-indicated period. The list of approved applications will be announced on the website of the Registrar's Division on August 9, 2024.
2. Please apply in person. If you need to entrust another person to apply for you, you must fill out the application form and also a power of attorney form. The trustee must bring the required documents including either the student ID cards or identity cards of both parties for examination.
3. Applicants applying for transfer into the Department of Foreign Languages and Literature, the Department of Architecture, and the Department of Industrial Design, must first pass the test or interview conducted by these departments. Please contact the department staff for the

detailed schedule and relevant details.

- IV.** Before the announcement of the list of approved applications, applicants should enroll in the courses according to the regulations of their current department. After being approved, these applicants can add and drop courses online during the 2nd Stage of Course Enrollment, or through assistance by their new department staff after the semester starts.
- V.** The list of approved applications for applicants following Article 8 of the “NCKU Program Transfer Regulations” will be announced separately after being approved by the Vice President for Academic Affairs.
- VI.** Please refer to the website of Registrar’s Division or contact the department/program staff for the requirements of the intended department/program. The quotas for each department will be determined after the review of each department meeting.
- VII.** Enclosed are the “NCKU Program Transfer Regulations” and Application Forms; (Applicants also can download these regulations and forms from the website of the Registrar’s Division) for reference.



國立成功大學學生申請轉系辦法

NCKU Program Transfer Regulations

92.10.22 九十二學年度第一學期第一次教務會議修正通過

Revised and approved by the 1st meeting of the Academic Affairs Council in the fall semester of the 2003-04 academic year on Oct. 22, 2003

95.06.13 94 學年度第3次教務會議修正通過

Revised and approved by the 3rd meeting of the Academic Affairs Council in the 2005-06 academic year on June 13, 2006

奉教育部95.09.08台高(二)字第0950125040號函備查

Ratified by the Ministry of Education, as written in its official letter coded as Tai-Gao(2)Zi, No. 0950125040, dated Sep. 8, 2006

96.05.15 95 學年度第2次教務會議修正通過

Revised and approved by the 2nd meeting of the Academic Affairs Council in the 2006-07 academic year on May15, 2007

奉教育部96.07.18台高(二)字第0960109228號函備查

Ratified by the Ministry of Education, as written in its official letter coded as Tai-Gao(2)Zi, No. 0960109228, dated July 18, 2007

97.12.09 97 學年度第1次教務會議修正通過

Revised and approved by the 1st meeting of the Academic Affairs Council in the 2008-09 academic year on Dec.9, 2008

奉教育部98.01.21台高(二)字第0980006034號函備查

Ratified by the Ministry of Education, as written in its official letter coded as Tai-Gao(2)Zi, No. 0980006034, dated Jan. 21, 2009

102.5.14.101學年度第2次教務會議修正通過

Revised and approved by the 2nd meeting of the Academic Affairs Council in the 2012-2013 academic year on May14, 2013

奉教育部102.07.15臺教高(二)字第1020105467號函備查

Ratified by the Ministry of Education, as written in its official letter coded as Tai-Gao(2)Zi, No. 1020105467, dated July15, 2013

105.9.22 105學年度第1學期第1次教務會議通過

Revised and approved by the 1st meeting of the Academic Affairs Council in the fall semester of the 2016-17 academic year on Sep. 22, 2016

奉教育部105.12.23臺教高(二)字第1050174766號函備查

Ratified by the Ministry of Education, as written in its official letter coded as Tai-Gao(2)Zi, No. 1050174766, dated Dec.23, 2016

奉教育部106.3.8臺教高(二)字第1060012631號函備查

Ratified by the Ministry of Education, as written in its official letter coded as Tai-Gao(2)Zi, No. 1060012631, dated March 8, 2017

110.6.30 109 學年度第3次教務會議通過

Revised and approved by the 3rd meeting of the Academic Affairs Council in the 2020-21 academic year on June 30, 2021

奉教育部 110.7.22 臺教高(二)字第 1100094624 號函備查

Ratified by the Ministry of Education, as written in its official letter coded as Tai-Gao(2)Zi, No. 1100094624, dated July 22, 2021

第一條 國立成功大學(以下簡稱本校)為處理學生轉系事宜,依大學法及本校學則,訂定本辦法。

Article 1 These Regulations are established by National Cheng Kung University (NCKU) to administer affairs regarding program transfers in accordance with the University Act and NCKU Academic Regulations.

第二條 學士班學生於本校修業滿一學年以上者,得依下列規定申請轉系:

- 一、於第二學年開始前,得申請轉系。
- 二、於第三學年開始前,得申請轉入加修學系、性質相近學系三年級或性質不同學系二年級。
- 三、於第四學年開始前,得申請轉入加修學系、性質相近學系四年級或原已核准之輔系三年級。
- 四、學制為四年以上的學制,於第四學年開始後,依其已修科目與學分,得申請轉入性質相近學系或原已核准之輔系適當年級。

延長修業年限者，不得申請轉系。
招生簡章規定入學後不可轉系者，從其規定。
同學系申請轉組者，準用前二項規定辦理。

Article 2 NCKU undergraduate students who have completed their first year of study in the current program are eligible to apply for transfer into a new program according to the following rules:

1. Eligible applicants may submit their applications for a program transfer before the beginning of their second academic year.
2. Eligible applicants may submit their applications for transfer into a second major program in a double-major study, a third-year class of a new program within the same faculty or a second-year class of a new program in a different faculty before the beginning of their third academic year.
3. Eligible applicants may submit their applications for transfer into a second major program in a double-major study, a fourth-year class of a new program within the same faculty or an academically-equivalent class level of a minor program before the beginning of their fourth academic year.
4. Students in programs of more than four years may submit their applications for transfer into another academically-equivalent program or an academically-equivalent class level of a minor program after the beginning of their fourth academic year.

Students who have extended their duration of studies are not allowed to apply for a program transfer. Students who are not allowed to transfer programs after admission according to the NCKU Admissions Guidebook shall comply with the designated regulations.

Applications for a program transfer within the same department shall be administered based on the first two rules in this Article.

第三條申請轉系（組）學生應依行事曆規定日期向教務處申請，逾期不再受理。

Article 3 Applicants shall complete their applications for program transfer within the designated period specified on the university calendar. Overdue applications will not be processed.

第四條學生申請轉系，須填妥「學生轉系申請表」，學生如未成年須經家長或監護人同意，連同歷年成績表及學生證送教務處註冊組辦理轉系申請，通訊申請者概不受理。

Article 4 Applicants shall complete a program transfer application form to apply for program transfer. Underage applicants shall have their application form signed and endorsed by their parents or guardians. The completed application form shall be submitted with a transcript and student ID to the Registrar's Division under the Office of Academic Affairs. Applications submitted by mail will not be processed.

第五條填表時限填一個志願，一經填妥志願送交教務處註冊組後，即不得再行更改。

Article 5 Please enter only one program of your preference in the application form. Upon submission of the completed form, no changes shall be allowed.

第六條 學生申請轉系審查應由各系分別成立審查小組辦理。

各學系得自行訂定轉系審查標準，並送教務處彙整公告。

學系轉系甄試方式、考試科目、考試日期及各項成績計算標準均由轉入學系規定並公告之。

轉系審查通過名單經轉入學系主任、院長同意後，交由教務處註冊組簽請教務長核定公告之。

轉系通過名單經核定公告後，不得申請變更或撤銷。

Article 6 Each department/program shall form a committee to review applications for program transfers.

Each department/program shall establish review criteria, which shall be submitted to the Office of Academic Affairs to be publicized.

Each department/program shall formulate regulations for program transfers specifying the methods of examination, dates of examination, subjects of examination and grading criteria, which shall be publicized.

Upon approval by the department chair and college dean, the approved list of applicants shall be submitted by the Registrar's Division to the Vice President for Academic Affairs for final approval and publication.

第七條經核准轉系學生應辦理承認學分，凡轉入年級前本系應修科目已在原系修習及格，經轉入系系

主任核准承認者，可抵免，但仍須在規定年限內修足轉入學系規定之科目及學分數，方准畢業。

Article 7 New transfer students shall complete their application for course credit waiver. Applicants may apply for course credit waiver for any courses completed in the original program that are equivalent to those in the new program, which shall be approved by the chair of the transfer-in department. Transfer students shall complete course requirements designated by the transfer-in department within the maximum duration of academic study to graduate from the program.

第八條外國學生、僑生及持有身心障礙手冊或經中央衛生主管機關認定之身心功能障礙學生申請轉系者，依本辦法辦理。但如因分發不合志趣或其他特殊原因致無法在原系繼續就讀者，經校內輔導單位查實，得於第二學年開始，依教務處公告日期提出申請。經原學系與擬轉入學系雙方系主任同意後，檢附轉入學系審查會議紀錄，專簽經教務長核准轉系。

Article 8 International students, overseas compatriot students, and those with a disability manual or with a disabled status certified by the Ministry of Health and Welfare shall apply for program transfer according to these regulations. However, if these students are unable to continue their study in the current program owing to a lack of academic interest arising from their admission placement or other special reasons, which are found to be valid by an NCKU student counseling office, they are eligible to submit their applications for program transfer within the designated period publicized by the Office of Academic Affairs after the beginning of their second academic year. These applications shall be approved by both chairs of the current department and the transfer-in department before they are submitted with the minutes of the program-transfer review meeting to the Vice President for Academic Affairs for final approval.

第九條 陸生申請轉系，以教育部核定當學年度得招收陸生之學系為限。

Article 9 Mainland Chinese students shall apply for transfer into the programs designated for them in the current year by the Ministry of Education.

第十條 本辦法未盡事宜悉依本校學則及相關規章規定辦理。

Article 10 Any matters that are not regulated in these Regulations shall be administered according to NCKU Academic Regulations and relevant rules.

第十一條 本辦法經教務會議通過，並報教育部備查後施行，修正時亦同。

Article 11 These Regulations shall be approved by the Academic Affairs Council and ratified by the Ministry of Education before taking effect. Amendments shall be processed accordingly.

These regulations were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.

國立成功大學 113 學年度學生轉系申請表(適用轉系辦法第 8 條規定之身分)

NATIONAL CHENG KUNG UNIVERSITY APPLICATION FORM FOR DEPARTMENT TRANSFER

※學系收件截止日期(Application Deadline)：2024/04/26 申請日期 Date (yyyy/mm/dd)：____/____/____

學號 Student ID No.	姓名 Name of Applicant	身分 Identity	<input type="checkbox"/> 僑生 (OVERSEAS CHINESE) <input type="checkbox"/> 外國學生 (FOREIGN STUDENTS) <input type="checkbox"/> 身心障礙生 (DISABLED STUDENTS)	
原修學系 Current Class, Department and College	____學院(College) ____系所 (Department) ____組/班(Division/Class) ____年級 (Year)			
申請轉入學系年級 Intended department & year to transfer	____學院(College) ____系所 (Department) ____組(Division) ____年級(Year)			
聯絡電話 Telephone No	必填 Required	E-mail	必填 Required	
轉系原因 What do you want to transfer to the intended Dep.?				
審 查 程 序 Review procedures				
1. 申請學生 Applicant			2. 家長或監護人同意 Consent of Parent or Legal Guardian	
3. 原修學系系主任審查意見 Current Department Chair	<input type="checkbox"/> 同意轉出本系 approve <input type="checkbox"/> 不同意轉出本系 disapprove			
4. 會簽意見	境外生與學人事務組 Overseas Students and Scholars Services 心理健康與諮商輔導組審查意見(身心障礙生) Counseling and Wellness Service Division (Disabled student only)			
5. 轉入系所審查意見及系主任簽章 Department Review Committee and Intended Department Chair's Signature	<input type="checkbox"/> 同意轉入本系 approve (<input type="checkbox"/> 平轉 <input type="checkbox"/> 降轉) <input type="checkbox"/> 不同意轉入本系 disapprove <input type="checkbox"/> 檢附審查會議紀錄			
6. 註冊組 Registrar's Division			教務長 Vice-president for Academic Affairs	
注 意 事 項 note				
1. 依本校學生申請轉系辦法第 8 條規定 外國學生、海外僑生聯合招生分發委員會分發之僑生及持有身心障礙手冊或經中央衛生主管機關認定之身心功能障礙學生申請轉系者，請填寫本單依審查程序於 113 年 4 月 26 日前交至轉入系所審查。 Foreign students who wish to apply for major transfer must be in accordance with the Major Transfer Policies and Procedures. Please complete and submit this form to the intended department/program for review by April 26, 2024.				
2. 申請時請附上一份歷年中文成績單。 The applicant should present an original copy of Chinese transcript.				
3. 一經核准轉系不得以任何理由撤銷。 This application should be consented by your parents or legal Guardian, once the department transfer is approved, one shall not request for cancellation for any reason.				