

國立中山大學研究生轉系所作業規定

Guidelines on Handling Graduate Student's Application for Transfer to a Different Institute

中華民國 96 年 10 月 5 日本校第 113 次教務會議通過

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1010611 本校第 132 次教務會議修正通過

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1061013 本校第 153 次教務會議修正通過

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- 一、 本作業規定依據本校學則訂定之。
 - I. These guidelines are formulated in accordance with the *Academic Regulations*.
- 二、 本校研究生得於修業滿一學期申請轉系所（休學不計入年限），每學期確定申請及核定時間，依照本校行事曆規定。
 - II. Graduate students after studying for one semester (excluding the number of years in suspension) are eligible to apply for transfer to a different institute. The timetable of transfer application and approval listed in the University calendar shall be followed.
- 三、 研究生申請轉系所，須填具申請單，連同成績單經所屬系所同意後送教務處初審，再連同有助轉系所之相關審查資料送擬轉入系所審核；研究生轉系所之審核須經轉入系所之系所務會議或系所招生相關之委員會議審核，審核結果連同會議紀錄送教務處陳請校長核准後公告。
 - III. Graduate students applying for institute transfer shall submit a completed application form, the transcript, and the approval from their affiliated institute to the Office of Academic Affairs (OAA) for an initial review. After the initial review, the application with other materials conducive to their transfer shall be forwarded to the council meeting or enrollment committee of their intended institute for further review. The review result and the meeting minutes shall then be sent to the OAA for transfer announcement after the President's approval.
- 四、 研究生轉系所後須完成轉入系所規定之畢業條件，方得畢業。
 - IV. Transferred students shall fulfill the graduation requirements stipulated by their new institute.
- 五、 受各種入學方式之規定有轉系所限制者，依其規定辦理。

- V. Graduate students with restrictions on applying for institute transfer due to their admission channels shall be handled with the relevant regulations.
- 六、 研究生轉學位學程者，比照本規定辦理。
- VI. Graduate student's application for transfer to a degree program shall be handled in accordance with the regulations herein.
- 七、 本作業規定如有未盡事宜，悉依本校學則及有關規章辦理。
- VII. Matters not covered herein shall be handled in accordance with the *Academic Regulations* and relevant regulations.
- 八、 本作業規定 經本校教務會議通過，經校長核定後公告實施，並報教育部備查，修正時亦同。
- VIII. These guidelines are approved by the Academic Affairs Council and the Presidents before implementation and submitted to the MOE for future reference. Amendments to these guidelines shall follow the same procedure.