

國立中山大學學士班學生轉系辦法

Regulations for Department Transfer of Undergraduates

95.12.28 本校第 110 次教務會議修正通過
Amended and approved at the 110th Academic Affairs Council meeting on December 28, 2006
96.01.16. 台高(二)字第 0950002903 號函同意備查
Filed in Ministry of Education (ref. no. 0950002903) on January 16, 2007
97.12.11 本校第 118 次教務會議修正通過
Amended and approved at the 118th Academic Affairs Council meeting on December 11, 2008
98.01.08. 台高(二)字第 0980002422 號函同意備查第 5 條條文
Article 5 filed in Ministry of Education (ref. no. 0980002422) on January 8, 2009
98.02.11. 台高(二)字第 0980016048 號函同意備查第 8 條條文
Article 8 filed in Ministry of Education (ref. no. 0980016048) on February 11, 2009
101.06.11 本校第 132 次教務會議修正通過
Amended and approved at the 132nd Academic Affairs Council meeting on June 11, 2012
101.08.06. 台高(二)字第 1010142396 號函備查第 2,8,13 條條文
Articles 2, 8 and 13 filed in Ministry of Education (ref. no. 1010142396) on August 6, 2012
107.05.24 本校第 156 次教務會議修正通過
Amended and approved at the 156th Academic Affairs Council meeting on May 24, 2018
107.08.16 臺教高(二)字第 1070116212 號函備查
Filed in Ministry of Education (ref. no. 1070116212) on August 16, 2018
112.10.17 本校第 177 次教務會議修正通過
Amended and approved at the 156th Academic Affairs Council meeting on October 17, 2023

第一條、 本辦法依據本校學則訂定之。

I. These regulations are formulated in accordance with the *Academic Regulations*.

第二條、 各學系修讀學士學位學生，修業滿一學年，得依照下列規定申請轉系：

II. Undergraduate students after studying for one academic year shall be eligible to apply for department transfer in accordance with the following regulations:

一、 於第二學年開始前申請者，得轉入各學系二年級肄業。

1. Those who apply before the beginning of their second year may transfer as a sophomore to a new department.

二、 於第三學年開始前申請者，得轉入性質相近學系三年級或性質不同學系二年級肄業。

2. Those who apply before the beginning of their third year may transfer as a junior to a new department of similar major, or otherwise as a sophomore.

三、 因特殊原因於第四學年開始前申請者，得轉入性質相近學系或輔系三年級肄業。

3. Those who apply before the beginning of their fourth year due

to special reasons may transfer as a junior to a new department of similar major or as a minor study.

四、於延長修業年限申請者，依其已修科目與學分，得轉入性質相近學系或輔系適當年級肄業。

4. Those who apply during their extended study period may transfer to an appropriate study grade, based on their completed courses and credits, in a new department of similar major or as a minor study.

轉系須完成轉入學系規定之畢業條件，方可畢業。

Transferred students shall fulfill the requirements stipulated by their new departments for graduation.

降級轉系者，其應修學分數及必修科目，應依轉入年級學生入學學年度必修科目表之規定；其在二系重複修習之年限，不列入轉入學系之最高修業年限併計。

The course and credit requirements for students transferred to a lower study grade shall follow the “Table of Mandatory Courses” of their study grade of their new department. The extra years spending on the same study grade shall be excluded from the maximum number of years of studies stipulated by the new department.

第三條、學生有下列情形之一者，不得申請轉系：

III. Students under one of the following conditions shall not apply for department transfer:

一、依「離島地區學生保送高級中等以上學校辦法」申請保送升學之離島地區學生。但有特殊情況報經原保送之地方政府同意者，不在此限。

1. Those who are from outlying islands and admitted by recommendation in accordance with the *Regulations for Students from Outlying Islands to Be Granted Recommended Admission to Senior High Schools or Universities* shall not apply for department transfer. However, cases with special circumstances that are reported to the local government and receive approval shall be exempt from this restriction.

二、受各種入學方式之規定限制不得轉系者，惟情況特殊經教務會議通過者，不在此限。

2. Those who are admitted under restrictions of no department transfer shall not apply for doing so. However, cases with special conditions approved by the Academic Affairs Council

shall be exempt from this restriction.

- 第四條、 轉系申請及核定時間，依照本校行事曆規定。
- IV. The timetable of application and approval for department transfer shall be handled in accordance with the University's calendar.
- 第五條、 學生申請轉系，須填具申請單（含志願表），至多可選填二個志願，未滿十八歲者申請單須經家長或監護人簽章同意，連同成績單先經所屬學系導師及系主任簽署、教務處初審後，送擬轉入學系，經系務會議或系招生相關之委員會議審核，院長簽章後，將審核結果連同會議紀錄送教務處；教務處依轉入學系審查意見及學生志願序，簽請校長核定後公告。
- V. Students applying for department transfer shall submit an application form and their priority of at most two new departments. The application form should be submitted together with transcripts to their mentor and the chair of students' current department for approval, and then to the Office of Academic Affairs (OAA) for an initial review. Students under 18 years of age should obtain consent by the student's parent or legal guardian. After the initial review, the application shall be forwarded to the new departments for further review. Once the second review is completed through the individual department council meetings or the committee meetings related to department enrollment and approved by the dean of the corresponding college, the result and the meeting minutes shall be delivered to the OAA. Based on review comments from individual departments and students' preferences, the OAA shall announce the final result of department transfer after the approval from the President.
- 第六條、 學生須符合擬轉入學系之標準，方得轉系；轉系審查標準另訂之。
- VI. Students applying for department transfer shall meet the requirements of the department they intend to transfer to; the review criteria for department transfer shall be formulated separately.
- 第七條、 學生申請轉系於申請期限截止後，不得請求撤銷或變更所填之志願。
- VII. After the deadline of department transfer, requests for withdrawing the application or altering the new departments shall not be accepted.
依相關規定不得轉系之學生，事後發現轉系者撤銷其轉系資格。
For students who are not allowed for department transfer per relevant regulations, their transfer shall be cancelled if they are found to have transferred to a new department afterward.

- 第八條、 刪除。
- VIII. (Deleted)
- 第九條、 外國學生、僑生、陸生及身心障礙學生申請轉系者，依本辦法辦理之。如確因不合志趣或其他因素，無法在原系繼續肄業者，外國學生、僑生及陸生由國際事務處輔導，身心障礙學生由學生事務處輔導，經有關係主任之同意，得從寬核准。
- IX. For international students, overseas Chinese students, Mainland Chinese students, and students with disabilities, their application for department transfer shall be handled in accordance with the regulations herein. If these students are unable to continue their studies due to the lack of interest or other reasons, the international, overseas Chinese, and Mainland Chinese students shall be counseled by the Office of International Affairs and the disabled students by the Office of Student Affairs to obtain approvals from the department chairs of concerned departments for lenient consideration.
- 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。
- Mainland Chinese students may only transfer to departments which are permitted by the MOE to recruit Mainland Chinese students in the current academic year.
- 第十條、 轉系名單經公告後，經核准轉系學生，非經相關院系及教務長核准者，不得請求回原系級肄業。
- X. Requests for transferring back to the original departments shall not be accepted without the approval from relevant colleges/departments and the vice president for Academic Affairs once the list of approved transfer is released.
- 申請回原系級肄業，應於轉入學期行事曆規定加退選開始前辦理。
- Applications for transferring back to the original departments shall be submitted before the beginning of the add/drop period of the intended semester of transfer in accordance with the University's calendar.
- 第十一條、 同系轉組及轉學位學程者，比照本辦法規定辦理。
- XI. Division transfer or degree program transfer within the same department shall be handled in accordance with the regulations herein.
- 第十二條、 本辦法如有未盡事宜，悉依本校學則及有關規章規定辦理。
- XII. Matters not covered herein shall be handled in accordance with the *Academic Regulations* and relevant regulations.
- 第十三條、 本辦法經本校教務會議通過，經校長核定後公告實施，修正時亦同。

XIII. These regulations are approved by the Academic Affairs Council and the President before implementation. Amendments to these regulations shall follow the same procedure.