

National Sun Yat-Sen University

Guidelines for Students' Change of Departments

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- Article 1 The Guidelines are established according to the Academic Policies of the university.
- Article 2 The students of the Bachelor's program who have studied for one full year may apply for transfer to another department according to the following regulations:
- (1) A student who makes the application before the beginning of the second academic year may change to any department and study from the second academic year.
 - (2) A student who makes the application before the beginning of the third academic year may change to any department of similar nature and study from the third academic year or to any department of different nature and study from the second academic year.
 - (3) The student who makes the application before commencement of the 4th academic year for special reasons may transfer to the department of similar nature or to a minor study and starts from the 3rd academic year.
 - (4) A student who makes the application during the extended term of study may change to any department or minor department of similar nature and study from an appropriate academic year depending on the course and credit hours that the student has completed.
- Application for change of departments can only be made once, and all requirements of the new department must be met in order to be qualified for graduation.
- A student who lowers his/her year level into the new department shall fulfill the course subjects and credit hours as required by the new department based on the academic year. The overlapping portion of the study term shall not be incorporated in the calculation of the maximum allowable academic years of the new department.
- Article 3 The student is not allowed to change the department if one of the following requirements is met:
1. The student is in suspension of schooling; or
 2. The student is not allowed to change the department due to the approach for entering the university. This is not applicable for special reasons that are approved at the meeting of academic affairs.
- Article 4 The schedule for application and approval of change of department is dependent on the calendar of the university.
- Article 5 The application form (including the Desired Department Selection Form) must be filled out for change of departments. Two desired departments can be selected at most. The application form must be signed and approved by the parent or guardian. It, together with the transcript, shall then be signed by the teacher and chairman of the original department and initially reviewed by the Office of Academic Affairs. The application form will then be forwarded to the department to which the student wishes to change and reviewed at the meeting of department affairs or by recruitment committee of the department. The results of the review will be sent to the Office of Academic Affairs after being signed by the dean. The Office of Academic Affairs then confirms, by signature, the comments of the new department and the sequence of the desired departments, and submits the application to the president for approval. The application

- for change of departments will be announced after approved by the president.
- Article 6 The application for change of department is not approved if the student does not meet the requirements of the department to which he/she wish to change.
- Article 7 After the deadline of the application expires, the student shall not request to withdraw or change the desired department.
Students who are not allowed to change departments due to specific regulations shall be disqualified from entering the new department if found to be breaking the rule.
- Article 8 The number of students transferred to the new department shall not be more than 20% of the total number of new students originally approved by the department, including the students assigned by the Ministry of Education.
- Article 9 The Regulations are applicable to international students who apply for change of departments. If the assigned department is not the one desired by the student so that he/she does not wish to continue studying in the current department, the Office of International Affairs or other supporting units may make suggestions and the application for change of department may be approved by the chairman of related departments on a lenient basis.
- Article 10 Once the approved list of students requesting change of departments is publicly announced, the approved students may not request going back to the original department without approval from the pertinent college/department and from the Dean of Academic Affairs.
Application for going back to the original department must be made prior to the period of adding/dropping courses as established by the regulations of the academic calendar of that semester.
- Article 11 The change of departments referred to in the Guidelines is applicable to the change of groups within the same department and transfer to another Academic Degree Program.
- Article 12 The matters that are not covered by the Guidelines are subject to the Academic Policies and other regulations of the university.
- Article 13 The Guidelines are approved at the meeting of academic affairs and implemented after being reported to the Ministry of Education for reference. The same procedure is applicable to the amendment of the Guidelines.

(These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.)