



Tunghai University Regulations of Change Major for Students

Amendment Approved by Meeting of Academic Affairs on April 21, 2015
June 11, 2015 Tai-Gao-(2)-Zi No. 1040060942 Letter for Future Reference

Article 1. "Tunghai University Regulations of Change Major for Students " (hereinafter referred to as " the Regulations ") herein are particularly stipulated to handle matters of our students' department transfer.

Article 2. Applications for transfer to another department or group for students shall be submitted to the Office of Academic Affairs by the students within the time limit prescribed in accordance with the school calendar, an overdue application shall not be accepted. Students' transfer to another department or transfer to another group of the same department shall be limited to two times.

The following students shall not apply for department transfer:

1-1. Students in suspension

1-2. Students' study length at the School has not reached one semester

1-3. Students in extension of study term

1-4. Students who meet the situations of being forbidden from transferring departments expressly prescribed in the General Enrollment Regulations

1-5. Students who have been approved to transfer department twice

Article 3. Except that students of educational system of Day Division Bachelor's program may apply for entrance of Bachelor's program of Extension Education, students of other educational systems may only apply for transfer to the department that such applicant affiliated with.

Article 4. Undergraduate students' application for department transfer shall be based on same grades' parallel transfer in principle. Transferring department to study behind years, the students' repeating years in both departments shall not be counted in the maximum study term limit of the department they transferred to. Provisions of the students' study term and registration fee shall be newly calculated in accordance with the grade of the recipient department.

In the event master or doctoral graduates having studied for more than one academic year apply for department transfer because of special circumstances, they shall be approved by director of the original department and reviewed by the Review Committee of the department to be transferred to. But, such students' study term before and after the transfer shall be aggregately calculated.



If students of each educational system have been suspended from school before the transfer, the length of suspension shall be aggregately calculated.

Article 5. All faculties may stipulate provisions of selections over department transfer based on characteristics and needs of parallel transfer and transferring department to study behind years: the provisions on manner of selections over department transfer may handled by means of interviews and reference and considerations of other assessment mechanisms; each department's provisions of selections over department transfer and conducting time shall be sent to the Office of Academic Affairs to aggregately and publicly announced after collection and organization.

The number of transfer students allowed shall be prescribed based on the conditions of quota reported by the department to and approved by the MOE in consideration of capacity of teaching resources and according to the actual number of students at school.

Matters related to department transfer handled by each department shall be operated in the principle of openness, fairness and impartiality by a Review Committee organized by the faculties.

Article 6. Overseas Chinese students distributed and admitted according to Regulations Governing Overseas Chinese Students' Return for Study and Counseling and the School's students with foreign nationality admitted according to regulations governing admissions of foreign students shall not apply for transfer to Bachelor's Program of Extension Education, On-job Master's Degree Program and other programs only taught in the evening or on official holidays. But, foreign students admitted according to Regulations governing Admissions of Foreign Students having received an Alien Residence Certificate, Permanent Residence Permit or enrolled in an international program of the project approved by the Ministry of Education are not included.

Article 7. Students from mainland China applying for transfer to a department or group may only apply for transfer to the department or group approved to recruit students from mainland China for then-current school year by the Ministry of Education.

Article 8. Whether or not the credits of which the courses having been passed in the original department or group should be counted in graduate credits shall be affirmed by the recipient department or group. Affirmation of credits shall be completed before the end of the approved semester.



The transfer students' graduation is subject to the completion of courses and credits required by the recipient department or group, his or her missed courses of freshman and sophomore shall be given first priority to make up.

Article 9. The roster of students approved to transfer by each department or group shall be sent to the Registration Office of the Office of Academic Affairs before the end of April every year to be collected and organized and published after the ratification of the Dean of Academic Affairs; students forbidden to apply for transfer department or group pursuant to these Regulations hereof shall be revoked their qualifications of transfer department or group if found to have transferred.

Article 10. Matters not mentioned in these Regulations hereof shall be handled in accordance with relevant laws and regulations of the Ministry of Education.

Article 11. The Regulations herein shall be approved by the meeting of Academic Affairs and implemented after public announcement, and shall be reported to the Ministry of Education for future reference.