

# **Regulations for Intra- and Inter-Departmental Transfers at I-Shou University**

Adopted on May 21, 1991 at the first meeting of the University Academic Council in the second semester of the academic year 1990

Adopted on August 28, 1997 at the first meeting of the University Academic Council in the first semester of the academic year 1997

Adopted on October 25, 2000 at the second meeting of the University Academic Council in the first semester of the academic year 2000

Adopted on May 29, 2002 at the second meeting of the University Academic Council in the second semester of the academic year 2001

Considered and reviewed on July 8, 2002 under the Ministry of Education's Letter No. Tai-91-Kao-2-Tzu 91097493

Adopted on July 24, 2002 at the third meeting of the University Academic Council in the second semester of the academic year 2001

Considered and reviewed on October 2, 2002 under the Ministry of Education's Letter No. Tai-91-Kao-2-Tzu 91149173

Adopted on March 5, 2003 at the first meeting of the University Academic Council in the second semester of the academic year 2002

Considered and reviewed on June 10, 2003 under the Ministry of Education's Letter No. Tai-Kao-2-Tzu 0920080637

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Amendments to Articles 4, 12, 13 and 14 promulgated with the consent from the President dated on January 13, 2010

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Amendments to Articles 2, 4 and 10 promulgated with the consent from the President dated on June 19, 2012

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Amendments to Articles 1, 3 and 8~11 promulgated with the consent from the President dated on March 23, 2015

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Amendments to Articles 2~5 and 13 promulgated with the consent from the President dated on May 26, 2016

Articles 2~5 and 13 approved for reference on September 2, 2016 under the Ministry of Education's Letter No. Tai-Jiao-Kao-2-Tzu 1050092568

Amendments to Articles 3 and 4 promulgated with the consent from the President dated on January 13, 2017

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Amendments to Article 4 promulgated with the consent from the President dated on June 5, 2017

Amendments to Article 4 promulgated with the consent from the President dated on March 30, 2018

Amendments to Article 7 adopted on May 23, 2018 by the University Council and promulgated with the consent from the President dated on June 14, 2018

Article 7 approved for reference on July 18, 2018 under the Ministry of Education's Letter No. Tai-Jiao-Kao-2-Tzu 1070108385

Article 1 The Regulations for Intra- and Inter-Departmental Transfers at I-Shou University (hereinafter referred to as "the Regulations") are made pursuant to the University Act

and the Academic Rules of I-Shou University.

Article 2 Students can apply for an intra- or inter-departmental transfer twice at most. To be eligible for an intra- or inter-departmental transfer, a student shall not have been in suspension status in the previous semester before the transfer and has obtained prior consent from I-Shou University (hereinafter referred to as “the University”). Students under one of the following circumstances, however, are not allowed to apply for an intra- or inter-departmental transfer:

1. being enrolled at the School of Chinese Medicine for Post Baccalaureate;
2. being enrolled at the School of Medicine for International Students;
3. having been granted an intra- or inter-departmental transfer twice; or
4. being not allowed to transfer to another department (track or institute) as stipulated by education laws or in the admission guidelines.

Article 3 After interdepartmental transfer students have been admitted to respective departments, the total number of students at the University shall not exceed the quota approved by the Ministry of Education.

The School of Chinese Medicine for Post Baccalaureate shall not recruit interdepartmental transfer students.

Indigenous students enrolled at one of the bachelor’s degree programs for indigenous peoples are allowed to transfer only to the other bachelor’s degree programs for indigenous peoples.

Students from mainland China enrolled at the University are allowed to transfer only to departments (tracks or institutes) accepting students from mainland China.

Article 4 When an undergraduate student applies for an intra- or inter-departmental transfer, he/she will be transferred to the same grade level of a department (track) similar to the department (track) they currently study in. If he/she applies for transferring to a department of different nature, he/she will be transferred to a lower grade level.

The department of similar nature mentioned above is a department where an interdepartmental transfer student is able to complete required courses and earn required credits within the prescribed duration of study (an extension of graduation date due to poor academic performance shall be excluded). An interdepartmental transfer student shall be placed in a lower grade level if the department he/she intends to transfer to is not similar to the department he/she currently studies at. Those who transfer to a lower grade level shall complete required courses and earn required credits in accordance with the curriculum guidelines applicable to the grade level they transfer to. The overlapping period of study shall not be included in the maximum allowable duration of study of the transfer-in department.

Undergraduate students who want to transfer to another department (track) shall submit an application not later than the first semester of the senior year. Postgraduate students who want to transfer to another department (track or institute) shall submit an application before the second academic year begins.

Article 5 Once an application for an intra- or inter-departmental transfer has been granted, the applicant is not allowed to transfer to any other departments (tracks or institutes) or transfer back to the original department (track or institute) during the same semester.

Article 6 Under no circumstances will students transferred to another department (track or institute) study at a higher grade level in the transfer-in department (track or institute).

Article 7 Students of daytime bachelor's degree programs who intend to transfer to another department (track or institute) shall submit an application in March or October every year, and students of evening bachelor's degree programs who intend to transfer to a daytime program shall submit an application during summer or winter vacations, except that freshman students may submit an application in October. The University will specify the application period in the academic calendar. Under no circumstances will late application be considered.

Article 8 Students who intend to transfer to another department (track or institute) shall fill out an application form, have the application form approved and signed by the parent(s) and the chair of the department they currently study in, and finally submit the completed and signed application form to the Registration Section for further processing. Applications by post will not be considered.

Article 9 Students may choose three departments (tracks or institutes) they intend to transfer to when filling out an application form. No changes are allowed after the application form is submitted to the Registration Section.

Article 10 Intra- and inter-departmental transfer applications shall first be compiled by the Registration Section, forwarded to the Departmental (Institute) Affairs Councils of the departments (tracks or institutes) applicants intend to transfer to for review, and finally submitted to a university-level review meeting for approval. The review criteria shall be established by respective departments, and interviews may be held if necessary.

Article 11 The Regulations are applicable *mutatis mutandis* to students of evening bachelor's degree programs who intend to transfer to a daytime undergraduate program as well. Such students shall pass a qualifying exam to be eligible to apply for a transfer. The subjects for the qualifying exam shall be announced by the University.

Article 12 Students shall apply for credit recognition after being approved to transfer to another department (track or institute). The number of credits to be recognized shall not exceed the total number of credits an intra-/inter-departmental transfer student shall

earn before transferring to another new department (track or institute).

The rules about credit recognition are as follows:

1. The transfer-in department (track or institute) shall decide whether or not to recognize the credits an intra-/inter-departmental transfer student has earned in the original department (track or institute), and whether or not the credits recognized shall be included in the total credits required for graduation.
2. Interdepartmental transfer students who have applied for credit transfer upon admission to the University shall apply for both credit recognition and a second credit transfer. The credits previously transferred will not be included in the academic performance of all semesters. (The credits not earned at the University shall be transferred.)

Students of evening bachelor's degree programs shall apply for credit transfer after transferring to a daytime undergraduate program, and the maximum number of credits to be transferred shall be subject to Paragraph 1 of this article.

Article 13 Any matter not mentioned herein shall be subject to the Academic Rules of I-Shou University as well as other applicable regulations and rules.

Article 14 The Regulations become effective on the third day of promulgation after being adopted by the University Academic Council, the University Administration Council and the University Council, ratified by the President, and submitted to the Ministry of Education for future reference. The same procedure applies to any amendment to the Regulations.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.*