Announcement
From: Office of Academic Affairs of NCKU

Date: 2022/03/15
No.: Registrar Division 7

Subject: Information Concerning Undergraduate Program Transfer Application for Academic Year 2022–2023.

Description:

I. Application Schedule

1. Date: From July 15 to 20, 2022. Overdue applications will not be proceeded.
2. Service Hours: 8:30 a.m. to 11:30 a.m. and 1:30 p.m. to 4:30 p.m.
3. Location: Registrar Division, 1st Floor, East Wing of the Yun-Ping Building on the Kuang-Fu Campus.
4. Applicants following Article 8 of the “NCKU Program Transfer Regulations” should submit the required documents to the intended department/program for review before April 29, 2022. The department/program will send the preliminary review results to the Registrar Division for final approval before June 8, 2022.

II. Required Documents

1. Original Student ID Card: It will be returned to the applicant after examination.
2. Application Form: Applicants under age 20 should have their application form signed and endorsed by their parents or guardians.
3. Transcript: It should contain the grades of all completed courses including the Academic Year 2021–2022.
4. Relevant documents required by applicant’s intended department/program.

III. Application Procedure

1. Applicants who meet the requirements of the intended department/program should submit the required documents to the Registrar Division during the above-indicated period. The list of approved applications will be announced on the website of the Registrar Division on August 12, 2022.
2. Please apply in person. If you need to entrust another person to apply for you, you must fill out the application form and also a power of attorney form. The trustee must bring the required documents including either the student ID cards or ID cards of both parties for examination.
3. Applicants applying for transfer into the Department of Foreign Languages and Literature, the Department of Architecture, and the Department of Industrial Design, must first pass the test or interview conducted by these departments. Please contact the department staff for the
detailed schedule and relevant details.

IV. Before the announcement of the list of approved applications, applicants should enroll in the courses according to the regulations of their current department. After being approved, these applicants can add and drop courses online during the 2nd Stage of Course Enrollment, or through assistance by their new department staff after the semester starts.

V. The list of approved applications for applicants following Article 8 of the “NCKU Program Transfer Regulations” will be announced separately after being approved by the Vice President for Academic Affairs.

VI. Please refer to the website of Registrar Division or contact the department/program staff for the requirements of the intended department/program.

VII. Enclosed are the “NCKU Program Transfer Regulations” and Application Forms; (Applicants also can download these regulations and forms from the website of the Registrar Division) for reference.
第一條 國立成功大學學生申請轉系辦法

Article 1 These Regulations are established by National Cheng Kung University (NCKU) to administer affairs regarding program transfers in accordance with the University Act and NCKU Academic Regulations.

第二條 學士班學生於本校修業滿一學年以上者，得依下列規定申請轉系：

一、於第二學年開始前，得申請轉系。

二、於第三學年開始前，得申請轉入加修學系、性質相近學系三年級或性質不同學系二年級。

三、於第四學年開始前，得申請轉入加修學系、性質相近學系四年級或原已核准之輔系三年級。

四、學制為四年以上的學制，於第四學年開始後，依其已修科目與學分，得申請轉入性質相近學系或原已核准之輔系適當年級。

延長修業年限者，不得申請轉系。
招生簡章規定入學後不可轉系者，從其規定。
同学系申請轉組者，準用前二項規定辦理。

Article 2 NCKU undergraduate students who have completed their first year of study in the current program are eligible to apply for transfer into a new program according to the following rules:
1. Eligible applicants may submit their applications for a program transfer before the beginning of their second academic year.
2. Eligible applicants may submit their applications for transfer into a second major program in a double-major study, a third-year class of a new program within the same faculty or a second-year class of a new program in a different faculty before the beginning of their third academic year.
3. Eligible applicants may submit their applications for transfer into a second major program in a double-major study, a fourth-year class of a new program within the same faculty or an academically-equivalent class level of a minor program before the beginning of their fourth academic year.
4. Students in programs of more than four years may submit their applications for transfer into another academically-equivalent program or an academically-equivalent class level of a minor program after the beginning of their fourth academic year.

Students who have extended their duration of studies are not allowed to apply for a program transfer. Students who are not allowed to transfer programs after admission according to the NCKU Admissions Guidebook shall comply with the designated regulations.
Applications for a program transfer within the same department shall be administered based on the first two rules in this Article.

第三條申請轉系（組）學生應依行事曆規定日期向教務處申請，逾期不再受理。

Article 3 Applicants shall complete their applications for program transfer within the designated period specified on the university calendar. Overdue applications will not be processed.

第四條學生申請轉系，須填妥「學生轉系申請表」，學生如未成年須經家長或監護人同意，並同屆年成績表及學生證交教務處註冊組辦理轉系申請，通訊申請者概不受理。

Article 4 Applicants shall complete a program transfer application form to apply for program transfer. Underage applicants shall have their application form signed and endorsed by their parents or guardians. The completed application form shall be submitted with a transcript and student ID to the Registrar’s Division under the Office of Academic Affairs. Applications submitted by mail will not be processed.

第五條填表時限填一個志願，一經填妥志願送交教務處註冊組後，即不得再行更改。

Article 5 Please enter only one program of your preference in the application form. Upon submission of the completed form, no changes shall be allowed.

第六條學生申請轉系審查應由各系分別成立審查小組辦理。

各系得自行訂定轉系審查標準，並送教務處彙整公告。

學系轉系甄試方式、考試科目、考試日期及各項成績計算標準均由轉入學系規定並公告之。

轉系審查通過名單經轉入學系主任、院長同意後，交由教務處註冊組簽請教務長核定公告之。

轉系通過名單經核定公告後，不得申請變更或撤銷。

Article 6 Each department/program shall form a committee to review applications for program transfers. Each department/program shall establish review criteria, which shall be submitted to the Office of Academic Affairs to be publicized. Each department/program shall formulate regulations for program transfers specifying the methods of examination, dates of examination, subjects of examination and grading criteria, which shall be publicized. Upon approval by the department chair and college dean, the approved list of applicants shall be submitted by the Registrar’s Division to the Vice President for Academic Affairs for final approval and publication.

第七條經核准轉系學生應辦理承認學分，凡轉入年級前本系應修科目已在原系修習及格，經轉入系系主任核准承認者，可抵免，但仍須在規定年限內修足轉入學系規定之科目及學分數，方准畢
Article 7 New transfer students shall complete their application for course credit waiver. Applicants may apply for course credit waiver for any courses completed in the original program that are equivalent to those in the new program, which shall be approved by the chair of the transfer-in department. Transfer students shall complete course requirements designated by the transfer-in department within the maximum duration of academic study to graduate from the program.

Article 8 International students, overseas compatriot students, and those with a disability confirmed by the Ministry of Health and Welfare shall apply for program transfer according to these regulations. However, if these students are unable to continue their study in the current program owing to a lack of academic interest arising from their admission placement or other special reasons, which are found to be valid by an NCKU student counseling office, they are eligible to submit their applications for program transfer within the designated period publicized by the Office of Academic Affairs after the beginning of their second academic year. These applications shall be approved by both chairs of the current department and the transfer-in department before they are submitted with the minutes of the program-transfer review meeting to the Vice President for Academic Affairs for final approval.

Article 9 Mainland Chinese students shall apply for transfer into the programs designated for them in the current year by the Ministry of Education.

Article 10 Any matters that are not regulated in these Regulations shall be administered according to NCKU Academic Regulations and relevant rules.

Article 11 These Regulations shall be approved by the Academic Affairs Council and ratified by the Ministry of Education before taking effect. Amendments shall be processed accordingly.

These regulations were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.
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**注意事項 note**

1. 依本校學生申請轉系辦法第8條規定，外國學生、海外僑生聯合招生分發委員會分發之僑生及持有身心障礙手冊或經中央衛生主管機關認定之身心功能障礙學生申請轉系者，請繕寫本表依審查程序於111年4月29日前交至轉入系所審查。

Foreign students who wish to apply for major transfer must be in accordance with the Major Transfer Policies and Procedures. Please complete and submit this form to the intended department/program for review by April 29, 2022.

2. 申請時請附上一份歷年中文成績單。

The applicant should present an original copy of Chinese transcript.

3. 一經核准轉系不得以任何理由撤銷。

This application should be consented by your parents or legal Guardian, once the department transfer is approved, one shall not request for cancellation for any reason.