Chaoyang University of Technology
Regulations Governing Student Applications for Transfer Between Departments and Graduate Institutes

Article 1 These Regulations Governing Student Applications for Transfer Between Departments and Graduate Institutes of **Chaoyang University of Technology** (hereinafter referred to as "the Regulations") are established pursuant to the relevant regulations of the Ministry of Education and the University's Academic Regulations.

Article 2 Students who find that their current department or graduate institute does not correspond to their interests and aptitudes, or who have other special reasons, may apply for a transfer to another department or graduate institute. The forms of transfer application are as follows:

1. Students in four-year and two-year undergraduate programs may apply for transfer to another department or to a different division within the same department.
2. Master's degree students in regular programs may apply for transfer to another department or graduate institute, or to a different division within the same department or graduate institute.
3. Students enrolled in Executive Master's Programs may apply for transfer to another department or graduate institute, or to a different division within the same department or graduate institute, provided that they satisfy the admission qualifications for the Executive Master's Program of the department or graduate institute to which they seek transfer in the academic year concerned.
4. Doctoral students may apply for transfer to another department or graduate institute.

Article 3 Students applying for transfer shall comply with the following requirements:

1. Students in four-year undergraduate programs who have completed one semester of study may transfer to the second semester of the first academic year of another department.
2. Students who have completed two semesters of study may transfer to the first semester of the second academic year of another department.
3. Students who have completed three semesters of study may transfer to the second semester of the second academic year of a closely related department or to the second semester of the first academic year of a department of a different nature.
4. Students who have completed four semesters of study may transfer to the first semester of the third academic year of a closely related department or to the first semester of the second academic year of a department of a different nature.

5. Students who have completed five semesters of study may transfer to the second semester of the third academic year of a closely related department or to the second semester of the second academic year of a department of a different nature.
6. Students who have completed six semesters of study may transfer to either the first or second semester of the third academic year of a closely related department.
7. Students in two-year undergraduate programs who have completed one semester of study may transfer to the second semester of the third academic year of a closely related department.
8. Students in two-year undergraduate programs who have completed one academic year may, in accordance with applicable regulations, transfer to the first semester of the fourth academic year of another department or a different division within the same department, if a lower-grade transfer is required.
9. Students applying for transfer into the third academic year of a department must, after receiving approval for credit transfer, be able to complete the minimum graduation credits required by the department within the prescribed period of study (excluding any extended study period) and in accordance with semester credit-load regulations. Otherwise, they shall be transferred into the second academic year.
10. Master's degree and Executive Master's Program students who have completed one semester of study may transfer to the second semester of the first academic year of another department or graduate institute; those who have completed two semesters may transfer to the first semester of the second academic year.
11. Doctoral students who have completed one semester of study may transfer to the second semester of the first academic year; those who have completed two semesters may transfer to the first semester of the second academic year; those who have completed three semesters may transfer to the second semester of the second academic year; and those who have completed four semesters may transfer to the first semester of the third academic year.
12. Students enrolled in the New Southbound Industry-Academia Collaboration International Program who experience adaptation difficulties and, after receiving counseling, wish to transfer to another department within the University must meet the language proficiency requirements applicable to general international student admissions (such as achieving Level A2 or above on the Test of Chinese as a Foreign Language (TOCFL)) and provide proof of sufficient financial resources to support their studies in Taiwan.

Article 4 Students under any of the following circumstances shall not be permitted to apply for transfer:

1. Having already received approval for transfer twice.
2. Being enrolled in the fourth academic year.
3. Being on a leave of absence.
4. Transfers between different educational divisions or different educational systems are not permitted.
5. Students enrolled in special programs established under Ministry of Education regulations shall be governed by the relevant regulations applicable to such programs.

Article 5 Students wishing to apply for transfer shall obtain the required application forms from the Registration Section of the Office of Academic Affairs during the eleventh week of each semester and complete the transfer procedures accordingly. Applications submitted after the prescribed deadline shall not be accepted for any reason.

Article 6 For undergraduate transfers, the number of transfer students admitted into a particular academic year of a department shall not exceed twenty percent (20%) of the department's approved freshman enrollment quota for that academic year plus the quota allocated by the Ministry of Education for overseas Chinese students.
The quota for transfers among graduate institutes shall be determined by each department or graduate institute.

Article 7 Students shall satisfy the eligibility requirements established by the department or graduate institute to which they seek transfer before submitting an application. The review criteria for transfer applications shall be prescribed separately.

Article 8 Applicants shall complete a transfer application form and obtain comments and endorsements from the academic advisor or thesis advisor, as well as the chair/director of both the original and prospective department or graduate institute, before submitting the application to the receiving department or graduate institute. Upon receipt of the application, the receiving department or graduate institute shall conduct a review in accordance with its established transfer evaluation criteria.

Article 9 Students may apply for transfer to a maximum of two departments or graduate institutes and shall indicate their order of preference. Once the preferences have been completed and submitted, no modification shall be permitted. If admission is approved by both departments or graduate institutes, placement shall be determined according to the order of preference specified in the application form.

Article 10 After a transfer application has been approved by the receiving department or graduate institute, the application shall be returned to the Registration Section of the Office of Academic Affairs within the prescribed period for review of the overall transfer quotas. Upon completion of the approval process, the Registration Section shall announce the list of approved transfer students.

Article 11 Students whose transfer applications have been approved may not request any change or cancellation of the transfer. Exceptions may be granted only upon special approval through the University's administrative review process.

Article 12 Students approved for transfer shall apply for credit recognition. Courses previously completed with passing grades in the original department or graduate institute that are equivalent to required courses in the receiving department or graduate institute may be recognized and exempted upon approval of the chair/director of the receiving department or graduate institute. Nevertheless, students must complete all required courses and credits prescribed by the receiving department or graduate institute within the prescribed period of study before graduation may be granted.

Article 13 Matters not addressed herein shall be governed by the University's Academic Regulations and other relevant regulations.

Article 14 These Regulations shall be implemented upon approval by the Academic Affairs Meeting and authorization by the President of the University. The same procedure shall apply to any amendments hereto.

These Regulations are adopted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.

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