

Yuan Ze University Student Transfer Regulations

Meeting of the 78th Academic Year on 78.08.30 (78) Gao Zi No. 47282 on 78.09.27. of the 86th Academic Year on 87.01.20 of the 88th Academic Year on 89.05.31 of the 1989 academic year on 90.02.14 Education, Taiwan (90) Higher Education (2), dated April 4, 2001, of the 90th Academic Year on 91.01.16 (2) No. 91016456 letter for reference. of the 90th Academic Year on 2002.05.08 No. 91084538 for reference. Letter No. 0940014667 processed. of the 1993 Academic Year on 2005.06.19 Affairs Meeting of the 2006 Academic Year 0960114336 for reference. of the 96th Academic Year on 2008.07.02 0970155448 for reference. of the 98th Academic Year on 2009.11.04 0990022104 for reference. of the 98th Academic Year on 99.04.21 0990073002 letter for reference. of the 106th Academic Year on 2018.05.02 1070070808 for reference. Academic Year on September 27, 2023. Revised and approved at the 1st Academic Affairs Meeting of the 114th Academic Year on 2025.09.17	Approved and revised during the 2nd Academic Affairs Officially approved by the Ministry of Education, Taiwan Revised and approved at the 6th Academic Affairs Meeting Revised and approved at the 7th Academic Affairs Meeting Revised and approved at the 4th Academic Affairs Meeting Document No. 90047353 issued by the Ministry of for reference. Revised and approved at the 3rd Academic Affairs Meeting February 1, 2002, Ministry of Education Taiwan (91) Gao Revised and approved in the 5th Academic Affairs Meeting June 7, 2002, Ministry of Education Taiwan (91) Gao (2) February 14, 2005, Ministry of Education, Tai-Gao-(2)- Revised and approved at the 5th Academic Affairs Meeting April 25, 2007, Revised and approved at the 5th Academic August 8, 2007, Ministry of Education Tai Gao (II) No. Revised and approved at the 6th Academic Affairs Meeting August 12, 2008, Ministry of Education Tai Gao (2) No. Revised and approved in the 2nd Academic Affairs Meeting February 11, 2010, Ministry of Education Tai-Gao(2) No. Revised and approved at the 5th Academic Affairs Meeting May 10, 2010, Ministry of Education Tai-Gao(2) No. Revised and approved at the 5th Academic Affairs Meeting May 24, 2018, Ministry of Education Tai-Gao-Jiao (II) No. Approved in the 1st Academic Affairs Meeting of the 112th Revised and approved at the 7th Academic Affairs Meeting of the 114th Academic Year on 2026.04.29
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- i. This regulation is established in accordance with Article 32 of the academic rules of this school.
- ii. If students of this school believe that the department (class, college, or program) they are enrolled in does not align with their interests, they may apply for a transfer to another department.
(classes, colleges, programs).
- iii. Students applying for a transfer of department (class, college, or program) must meet the following requirements:
 1. Students who have completed one year of study may transfer to the first or second year of another department (class, college, or program). Those who have completed two years of study may transfer to the second or third year of a department (class, college, or program) with a

similar nature, or to the second year of a department (class, college, or program) with a different nature. Students who have completed three years of study may transfer to the third or fourth year of a department (class, college, or program) with a similar nature, or to the third year of a department (class, college, or program) with a different nature.

2. Students transferring into the third year or above of any department (class, college, or program) are limited to those who, within the prescribed period of study after transfer (excluding extended study periods), can fulfill the required graduation credits in accordance with the credit regulations for each academic term.
 3. Applications for transferring to another department (class, college, or program) after completing more than two academic years can only be approved after being discussed and passed by the respective department (class, college, or program) meetings. Applications for transferring after completing one academic year shall be processed in accordance with the review standards.
 4. Students in the Chinese Preparatory Program of the International Specialized Division may apply for a department transfer to departments admitting students from the International Specialized Division (excluding transfers to English-taught bachelor's programs) after completing one year of professional courses in their admitted program.
- iv. Students who meet any of the following conditions are not allowed to apply for a transfer of department (class, college, or program):
1. Those who have not completed one academic year.
 2. Fourth-year students who have not yet graduated.
 3. Those currently on a leave of absence.
 4. Students from outlying island regions admitted through guaranteed placement. However, this restriction does not apply if special circumstances are reported and approved by the local government that originally granted the placement.
 5. Students in the International Division's Chinese Language Preparatory Program during their preparatory period.
- v. The application period for transferring departments (classes, colleges, or programs) is determined according to the university's academic calendar.
- vi. To apply for a transfer of department (class, college, or program), an application form approved and signed by a parent or guardian is required (exempted

for those who meet the age requirement for adulthood under the Civil Code). The form must be submitted to the highest authority of both the transferring-out and transferring-in departments (class, college, or program) for their comments and then forwarded to the Registration Division of the Office of Academic Affairs for preliminary review. It will take effect upon approval by the Dean of Academic Affairs.

- vii. Students must meet the standards of the department (class, college, program) they wish to transfer into in order to be eligible for a transfer. The review standards for transferring departments (classes, colleges, programs) are stipulated separately. The transfer standards set by each department (class, college, program) should adhere to the following principles:
1. The transfer criteria established by each department (class, college, program) may refer to the student's historical academic performance, specifically the "department (group) ranking (%)".
 2. It is advisable to avoid courses in professional subjects that have already been completed in various departments.
 3. The academic performance review for department transfer is based on the cumulative grades up to the first semester of the current academic year: (1) For applicants transferring into the second year, the review will consider the grades from the first semester of the first year. (2) For applicants transferring into the third year, the review will consider the grades from the first and second semesters of the first year, as well as the first semester of the second year, totaling three semesters.
- viii. Students approved for transferring departments (classes, colleges, or programs) are not allowed to apply for changes or cancellations. For those who transfer departments (classes, colleges, or programs) due to demotion, the years spent repeating courses in both departments (classes, colleges, or programs) will not be included in the calculation of the maximum study period for the transferred department (class, college, or program).
- ix. Students within the same department (class, college, program) applying for a group transfer should follow the regulations for transferring departments (class, college, program).

- x. Article 10 This regulation shall be implemented after being approved by the Academic Affairs Meeting and publicly announced. The same applies to any amendments.