

# 淡江大學學生轉系規定

## TKU Regulations Related to Inter-Departmental Transfer

100.05.11 99 學年度第 2 學期教務會議修正通過  
100.09.01 處秘法字第 1000000014 號函公布  
100.10.19 100 學年度第 1 學期教務會議修正通過  
100.11.25 處秘法字第 1000000029 號函公布  
100.10.19 100 學年度第 1 學期教務會議修正通過  
100.11.28 處秘法字第 1000000033 號函公布  
100.10.19 100 學年度第 1 學期教務會議修正通過  
100.11.29 處秘法字第 1000000029 號函公布  
101.01.20 教育部臺高(二)字第 1010010245 號函備查  
101.05.09 100 學年度第 2 學期教務會議修正通過  
101.06.04 處秘法字第 1010000031 號函公布  
101.07.12 教育部臺高(二)字第 1010115340 號函備查  
101.11.07 101 學年度第 1 學期教務會議修正通過  
101.12.07 處秘法字第 1010000103 號函公布  
102.01.15 教育部臺教高(二)字第 1020007609 號函備查  
102.10.25 102 學年度第 1 學期教務會議修正通過  
102.11.27 處秘法字第 1020000075 號函公布  
102.12.17 教育部臺教高(二)字第 1020183587 號函備查  
103.10.29 103 學年度第 1 學期教務會議修正通過  
103.11.27 處秘法字第 1030000071 號函公布  
104.04.23 教育部臺教高(二)字第 1040054069 號函備查  
104.05.20 103 學年度第 2 學期教務會議修正通過  
104.06.17 處秘法字第 1040000036 號函  
Secretariat Regulation No. 1040000036 (06/17/2015)  
104.07.20 教育部臺教高(二)字第 1040085243 號函備查

一、為處理學生轉系事宜特訂定本規定。

1. These regulations were formulated to govern all matters related to student transfer between TKU academic departments.

二、本規定所稱之轉系、所合同系、所轉組及轉學位學程。

2. The phrase “transfer of department or graduate institute”, used throughout these regulations, includes transfers between different academic divisions or degree programs within the same department or graduate institute.

三、各學系修讀學士學位學生，修業滿一學年以上者，於第二學年開始前得申請轉系；第三學年開始前，得申請轉入輔系、雙主修學系、性質相近學系三年級或性質不同學系二年級肄業；其因特殊原因，於第四學年開始前，得申請轉入輔系、雙主修學系、性質相近學系四年級或原已核准之輔系三年級肄業。應屆畢業生及延長修業年限者，不得申請轉系。

轉系以一次為限，並須完成轉入學系所規定之畢業條件，方可畢業。

降級轉系者，其應修學分數及必修科目，應依轉入年級學生入學學年度必修科目表之規定；其在二系重複修習之年限，不列入轉入學系之最高修業年限併計。

3. Bachelor students may apply to transfer to another department after completing their first year of study, and before the start of the second academic year. Students may then apply for an academic minor or double major before starting their third academic year of study. If their minor or second major is similar

in nature to their original major, they can begin these additional studies at a third year level. If the minor / second major is in a vastly different academic field to their original major, they must begin these additional studies at a second year level. If, for certain special reasons, a student is allowed to start their minor or double major at the beginning of their fourth year of study, those whose minor / second major is in a similar academic field can begin these studies at a fourth year level; those starting a previously approved minor must start these studies at a third year level.

Bachelor students in their graduating year or extension year (after extending the time limit for duration of study) are not allowed to transfer to another department. Bachelor students may only transfer departments one time, and must complete all requirements prescribed by the department they transfer into before graduating.

Bachelor students who transfer to a new department and enter in the year below their original level (eg. those who would have been starting third year studies, but enter their new department at a second year level) must select courses based on the compulsory course table issued to students in the year they are entering. The repeated year of study will not count toward the department's time constraints on duration of study.

- 四、碩博士班研究生於第二學年開始前得申請轉系、所，轉系、所以一次為限，經有關之系、所、學院主管同意，並由教務長核定。學生申請轉系、所經核定後，不得請求再行轉其他系、所，或回復原系、所。學生轉系、所後，須完成轉入系、所規定之畢業條件，且至少須修一年方可畢業。
4. Master or PhD students may apply to transfer to a new department or graduate institute before the start of their second year. They may transfer only once during their degree. Applications for transfer must be permitted by the head of the related department, graduate institute, or college, and then approved by the Dean of Academic Affairs. After gaining approval to transfer to a new department or institute, students may not apply for another transfer and may not return to their original academic department / institute. To graduate, students who have transferred to a new department must complete all the requirements necessary to graduate, as specified by the department. After transferring, they must complete at least one full year of study before graduating.
- 五、大陸地區學生申請轉系、所，須於教育部核定當學年度得招收陸生之系、所範圍內辦理。
5. Mainland Chinese students who wish to transfer into another department / graduate institute must apply to a department or graduate institute that has received approval by the Ministry of Education to admit students from Mainland China during that academic year.
- 六、學生申請轉系、所，應於本校行事曆規定之申請期限內，依公告方式向教務處提出申請，並須經原系、所主管及院長同意，惟情況特殊經院長、教務長核准者，不在此限。

6. Students who wish to transfer to another department or graduate institute must submit an application to the Office of Academic Affairs in the application period shown in the TKU Academic Calendar (online) and in the method outlined in related announcements. The application must be approved by the chair of the student's original department or graduate institute, as well as the Dean of the corresponding college. In special situations, to which the above rule does not apply, the student must gain the approval of the Dean of the corresponding college and the Dean of General Affairs.

七、轉學生入學後，可否申請轉系，由原學系決定之。惟轉學生招生簡章中規定入學後不可轉系者，從其規定不得申請轉系。

學生因故請准休學，尚在休學期間者，不得轉系。

依離島地區學生保送高級中等以上學校辦法入學之學生，不得申請轉系。惟情況特殊，報經原保送之地方政府同意者，不在此限。

7. After entering TKU, transfer students may or may not be allowed transfer to another department. The decision lies with their department. When entering TKU, transfer students whose admissions handbook states that they are not permitted inter-departmental transfer will not be allowed to apply for transfer.

Students who, for a particular reason, are allowed to defer studies, may not apply for transfer during the period of deferment.

Students who entered TKU based on Regulations for Merit-based Admissions for Students from Outlying Islands are not allowed to apply for department transfer. The only exception to this rule is students in special circumstances who gain approval from their local government.

八、各系、所得自行訂定轉系、所甄選規定，甄選方式及辦理日期均由轉入學系、所規定之。

各系、所甄選規定應經教務處查核後，公告周知。

8. Each academic department and graduate institute must formulate selection rules, procedures, and dates for students hoping to transfer into the department.

These department regulations should then be published after being submitted to and approved by the Office of Academic Affairs.

九、學生申請轉系、所於申請期限截止後，不得請求撤銷或變更所填之志願。

依相關規定不得轉系、所之學生，事後發現轉系、所者撤銷其轉系、所資格。

9. After the deadline for transfers to other departments / graduate institutes ends, students are no longer allowed to cancel their applications for transfer or to change their preference of department / graduate institute. Students who transfer to another department / graduate institute and then discover they are not eligible to make such a transfer will have their transfer qualifications canceled.

十、轉入年級學生名額，以不超過該系、所及學位學程原核定新生名額為原則，並得依申請作業當學期實際在學學生人數參酌設定。

10. The quota for students transferring to any given department, graduate institute,

or degree program is in principle the original number of specified new students and that is determined according to the actual number of students who apply to attend school that semester.

十一、各系、所得擇優提列擬准轉入名單，經系、所主管及院長同意，由教務長核定公告。

11. After the screening process, each department or graduate institute must compile a list of students considered for transfer into the department / institute. This list will then be reviewed by the chair of the department or director of the graduate institute, the dean of the corresponding college, and the Dean of Academic Affairs. After being approved, the list of successful applicants will be announced.

十二、僑生、陸生、外國學生、身心障礙學生，如確因系（組）與志趣不同，無法在原系繼續肄業者，僑生、陸生、外國學生經國際暨兩岸事務處；身心障礙學生經視障資源中心簽注意見，及有關係主任之同意，得從寬核准。

12. Overseas Chinese, Mainland Chinese, and foreign students, along with physically or mentally disabled students, are assigned to an academic department. If such students find that the department (or class) that they were assigned to does not accord with their goals or interests, they may apply to transfer to a new department (or class). To do so, they will need to gain the permission of the related office – the Office of International and Cross-Strait Affairs (OICSA) for overseas Chinese, Mainland Chinese, and foreign students; and the Resource Center for the Visually Impaired for physically or mentally disabled students – and the approval of the related chair of the department.

十三、轉系、所名單經公告後，經核准轉系、所學生，因故申請回原系級肄業，應於轉入學期行事曆規定開始上課前辦理，並經相關院系同意，由教務長核定。

13. Once the list of students approved for transfer is announced, if one of the listed students must apply to return to their original department or graduate institute for a legitimate reason, this application must be made before the start of classes in a new semester, as indicated on the TKU Academic Calendar. The applicant must gain permission from the corresponding college / department, and approval from the Dean of Academic Affairs.

十四、碩士班、碩士在職專班、二年制在職專班僅限於同學制內各學系、所互轉。

14. Students undertaking a master's program, an EMBA, or a two year on-the-job bachelor program may only transfer to other departments with these degree programs.

十五、本規定如有未盡事宜，依教育部有關法令辦理。

15. Matters not covered in these regulations will be handled in accordance with related laws set forth by the MOE.

十六、本規定經教務會議通過，報請校長核定後，自公布日實施，並報教育部備查；修正時亦同。

16. This set of regulations will take effect on the date of its publication after being passed in an academic affairs meeting and approved by the TKU President. After being approved, it will be submitted to the MOE for future reference. The same applies to any later amendments made.