

National Kaohsiung University of Hospitality and Tourism

Student Department Transfer Application Measures

學生轉系申請辦法

104年12月10日教務會議修正通過(修正§9; §10; §11)
Approved by academic affairs meeting on December 10, 2015(amendment §9; §10; §11)

第一條 本辦法依據大學法及本校學則訂定。

Article 1 The measures have been expressly promulgated in accordance with the University Act and per university school constitution.

第二條 本校四年制學生得申請轉系、學士學程，並應符合下列規定：

Article 2 School four-year system students may apply for department transfer, bachelor of arts and science academic modules, and shall also comply with the below regulations:

一、修業滿一學年者，得轉各系、學士學程二年級肄業。

1. Those matriculating one full school year may transfer to matriculate in the sophomore year of various departments, B.A. degree academic modules.

二、修業滿二學年者，得轉性質相近系、學士學程三年級或性質不同系、學士學程二年級肄業。

2. Those matriculating full two school years may transfer to matriculate in the junior year of similar departments or B.A. degree academic modules similar in nature, or the sophomore year of departments, B.A. degree academic modules with varied nature.

三、修業滿三學年者，如有特殊原因得轉性質相近系、學士學程或輔系三年級肄業。申請轉入各系、學士學程三年級者，在抵免相當學分後，於修業年限內（不包括延長年限），依照學期限修學分規定，應能修畢轉入系、學士學程最低畢業學分，否則應降級轉入二年級。

3. Those matriculating full three school years, with extraordinary reason, may transfer to matriculate in the junior year of departments, B.A. degree academic modules or secondary major with similar nature. When applying to transfer to the junior year of various departments, B.A. degree academic modules, upon offsetting/exempting comparable credits, students shall be able to complete the incoming department, B.A. degree module's minimum graduation credits within their matriculation year cycle (excluding the postponed year cycle) per the semester's credit matriculation regulations, or else shall be downgraded to transferring to the sophomore year.

四、日間部學生得轉入進修部相同學系或降轉至進修部相近學系，唯另須符合進修部在職班之報考資格。

4. Daytime department students may transfer to continued education equipment's identical academic department or downgrade-transfer to the continued education department's similar academic departments, provided that they need to comply with

continued education department's working-class examination enrollment qualifications.

五、學生申請轉系、學士學程，須出具家長或監護人同意書。

5. Students applying for department transfer, B.A. degree module transfer needs to present the parental or guardian consent letter.

六、僅能轉入相同學制。

6. Students are only allowed to transfer to similar academic systems.

七、轉系應修科目及學分數，依轉入年級學生入學年度之課程標準為依據。

7. The department transfer's requisite courses and credits shall be processed per incoming transfer students' admissions school year's curriculum standards.

第三條 有下列情形之一者，不得轉系、學士學程：

Article 3 Those encountering one of the following circumstances may not apply for department transfer, bachelor of arts and science academic module transfer:

一、修業未滿一學年者。

1. Those not yet completing one school year.

二、四年級肄業生。

2. Students studying in the senior year.

三、已核准轉系、學士學程一次者。

3. Those having been approved once for department transfer, B.A. degree module transfer.

四、休學生尚於休學期間者。

4. Students on leave of absence who are still on their leave period.

五、推薦甄選、技優甄保、申請入學等管道入學者。惟情況特殊提經教務會議通過者不在此限。

5. Those admitted by means of reference screening selection, outstanding skill screening placement, admissions application, except under extraneous circumstances and also having been approved before the academic affairs meeting.

六、轉學入學生。

6. Incoming transfer students.

七、欲轉入系無缺額者。

7. No vacancy at the desired incoming transfer department.

八、其他有特別規定者。

8. In the wake of other specific regulations.

第四條 學生申請轉系、學士學程以一次為限，亦不得同時申請轉入二系、學士學程。欲申請轉系、學士學程者須符合轉入系、學士學程之標準，各系、學士學程之轉系、學

士學程審查標準另訂之。

Article 4 Students applying for department transfer, B.A. degree module transfer is limited to once, and also may not concurrently apply to transfer into two departments, or B.A. academic modules. Those desiring to apply for department transfer, B.A. degree module transfer need to comply with host department, B.A. degree module's standards, with various departments, B.A. degree modules' department transfer, B.A. degree module review standards to be promulgated separately.

第五條 轉系、學士學程名額須於當學年度教育部核定招生名額總量內規劃之，各學系及學士學程間受理轉系的名額限制如下：

Article 5 Department transfer, B.A. degree academic module quotas need to be planned with the current semester's total admissions quotas the Ministry of Education approves, with quota restrictions on interdepartmental transfer between various departments and degree academic modules as follows:

一、轉入後各學系、學士學程學生人數，以不超過該學系、學士學程招生時原核定新生名額連同教育部分發僑生名額加二成為上限，如申請轉系人數超過轉入名額時，得由轉入系舉行考試決定之。

1. After incoming transfers, the various departments, B.A. degree modules' student count is capped to not exceeding said department, B.A. degree modules' initially approved new student quota at admissions plus Ministry of Education-placed overseas Chinese student quota plus twenty percent, and if the number applying for department transfer exceeds the incoming transfer quotas, the incoming department is hold an examination to determine it.

二、轉出後各學系、學士學程每班學生人數，不得少於該班核定招生名額的四分之三。

2. After outgoing transfers, various departments, B.A. degree modules' each class student count may not fall below three-fourths of said class's approved admissions quota.

三、當每班轉出名額過多，以致該班人數低於該班核定招生名額的四分之三時，申請學生學業成績較低者不予轉出。

3. Of an excessive number of outgoing transfer number in each class should result in said class student count to fall below three-fourths of said class's approved admissions quota, applying students with lower academic grades will not withheld form outgoing transfer.

第六條 學生轉系、學士學程，應經轉出、轉入系、學士學程之系、學士學程主任同意，並須修滿轉入系、學士學程規定之科目及學分數，方得畢業。降級轉系、學士學程者，其在兩系、學士學程重複修習之年限，不列入轉入系、學士學程之最高修業年限併

計。

Article 6 Students applying for department transfer, B.A. degree academic module transfer shall be subject to the outgoing/incoming department, B.A. degree academic module's department, B.A. degree module deans' consent, and also need to complete the incoming department/B.A. academic module-specified courses and credits before eligible to graduate. Students in downgraded department transfer, B.A. degree academic module transfer whose repeated matriculation year cycles at the two departments, B.A. degree academic modules are precluded from in the incoming department, B.A. degree academic module's maximum matriculation year cycle combined in calculation.

經各系、學士學程資格審查合格學生名單由教務處彙整公告，並個別通知。經核准轉系、學士學程之學生，不得申請變更或撤銷。

The list of students undergoing various departments, B.A. degree academic modules' qualification reviewed satisfactorily is consolidated and announced by the academic affairs office, and also notified individually. Students approved of department transfer, B.A. degree academic module transfer may not apply to change or withdraw.

第七條 轉系、學士學程申請及審查作業時程由教務處另行公佈，以每學年辦理一次為原則，學生須於規定時間內，填具申請書表提出申請，經轉出及轉入系、學士學程主任核章後送教務處彙辦，逾期者均不得補行辦理。

Article 7 The application and review process schedule for department transfer, B.A. degree module transfer is to be announced by the academic affairs office separately, and principally to be processed once every school year, and students needs to enter the application to present the application within the specified time, and subject to the outgoing and incoming department, B.A. degree module deans' approval before it is forwarded to the academic affairs office for consolidated processing, and those exceeding the cutoff may not retroactively file for the request.

第八條 轉系、學士學程學生之學分抵免，依本校「大學部學生抵免學分要點」規定辦理，且不得因轉系、學士學程申請延長原訂之修業年限。

Article 8 The credit offset/exemption for students in department transfer, B.A. degree academic module transfer shall be sought per school "university department student credit offset/exemption guideline", and students also may not apply to extend whose initial matriculation year cycle due to department transfer or B.A. degree academic module transfer.

第九條 僑生、外國學生申請轉系者，依本辦法辦理。如確因分發之系(學程)與志趣不同或其他因素，無法在原系(學程)繼續肄業者，經有關係(學程)主管同意，得從寬核准。

Article 9 Overseas Chinese students, foreign students applying for department transfer shall be processed per the measures. When ascertained to be indeed due to the placed school (academic module) varies from whose interests or for other reasons preventing students from continuing to study at the initial department (academic module), approval may be given with leniency upon consented by relevant department (academic module) head.

第十條 本辦法未盡事宜悉依學則及有關章則之規定辦理。

Article 10 Matters not explicitly stated in the measures shall be sought in accordance with regulations set forth under school constitution and relevant chapters and rules.

第十一條 本辦法經教務會議審議通過，陳請 校長核定後實施，修正時亦同。

Article 11 The measures are implemented upon motioned through before the academic affairs meeting, and declaring with the president for approval, and the same also applies for all subsequent amendments.