

National Kaohsiung University of Hospitality and Tourism

Student Department Transfer Application Measures

學生轉系所申請辦法

114年5月28日教務會議修正通過(修正§7: §9)

Approved by academic affairs meeting on May 28, 2025 (amendment §7: §9)

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 [academic regulations](#).

第二條 本校四年制大學部學生得申請轉系、學士學程，並應符合下列規定：

Article 2 School four-year system [undergraduate division](#) students may apply for department transfer, bachelor of arts and science [programs](#), and shall also comply with the [regulations below](#):

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 [programs](#).

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 who have completed two school years of study](#) may transfer to [study](#) in the junior year of similar departments or B.A. degree [programs](#) similar in nature, or the sophomore year of departments, B.A. degree [programs](#) 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 who have completed three school years of study](#), with extraordinary reason, may transfer to [study](#) in the junior year of departments, B.A. degree [programs](#) or secondary major with similar nature. When applying to transfer to the junior year of various departments, B.A. degree [programs](#), upon offsetting/exempting comparable credits, students shall be able to complete the incoming department, B.A. degree [programs](#)' minimum graduation credits within their [period of study](#) (excluding the postponed [period of study](#)) per the [regulations on credits taken during the semester](#), or else shall be downgraded to transferring to the sophomore year.

四、學生申請轉系、學士學程，須出具家長或監護人同意書。

4. Students [applying](#) for department transfer, B.A. degree [program](#) transfer needs to present the parental or guardian consent letter.

五、僅能轉入相同學制，不同部別、不同學制不得互轉。

5. Students are only allowed to transfer to similar academic systems. Transfers between different divisions or educational systems are not permitted.

六、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。

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

本校碩士班研究生得申請轉所(學位學程)，並應符合下列規定：

Graduate students in this university's master's programs may apply for a transfer to another department (degree program), provided they meet the following requirements:

一、修業滿一學年者，得轉各所(學位學程)二年級肄業。

1. Students who have completed at least one academic year of study may transfer to the second year of another department (degree program).

二、符合各所(學位學程)自訂之轉所(學位學程)申請條件。

2. Students must meet the transfer application requirements set by each department (degree program).

三、轉所(學位學程)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。

3. The required courses and credits for the transferred department (degree program) shall be based on the curriculum standards of the academic year in which [the transferring student enters the program](#).

第三條 大學部學生有下列情形之一者，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 [program](#) 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 [program](#) 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 [special](#) 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. If other relevant regulations have special provisions.

碩士班研究生有下列情形之一者，不得轉所(學位學程)：

Master's program students who meet any of the following conditions are not allowed to transfer to another department (degree program):

一、修業未滿一學年者。

1. Those not yet completing one school year.

二、已核准轉所(學位學程)一次者。

2. Those having been approved once for department transfer, master degree program transfer.

三、休學生尚於休學期間者。

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

四、其他相關法規有特別規定者。

4. If other relevant regulations have special provisions.

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

Article 4 Students are allowed to apply for a transfer of department or undergraduate program only once and may not apply to transfer into two departments or undergraduate programs simultaneously. Applicants must meet the admission criteria of the target department or undergraduate program. Each department or undergraduate program has its own separate transfer application and review standards.

第五條 轉系所(學位學程)名額須於當學年度教育部核定招生名額總量內規劃之，各學系所(學位學程)間受理轉系所(學位學程)的名額限制如下：

Article 5 Department transfer, B.A. degree program 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 programs as follows:

一、大學部學生轉系(學位學程)

1. Undergraduate Students' Transfer of Department (Degree Program)

(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。

1.1 After incoming transfers, the various departments, B.A. degree programs' student count is capped to not exceeding said department, B.A. degree programs' 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 may hold an examination to determine it.

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

1.2 After outgoing transfers, various departments, B.A. degree programs' 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。

1.3 If 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 be transferred.

二、碩士班研究生轉所(學位學程)：名額由各所(學位學程)自訂。

2. Transfer of Department (Degree Program) for Master's Students: The available quota is determined by each department (degree program).

第六條 學生轉系所(學位學程)，應經轉出、轉入系所(學位學程)之主任或所長同意，並須修滿轉入系所(學位學程)規定之科目、學分數及畢業條件，方得畢業。降級轉系所(學位學程)者，其在兩系所(學位學程)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, Master's program transfer, B.A. degree program transfer shall be subject to the outgoing/incoming department, Master's program transfer, B.A. degree program's department, B.A. degree program chairpersons or directors' consent, and also need to complete the incoming department/ Master's program /B.A. program-specified courses and credits before eligible to graduate. Students in downgraded department transfer, Master's program transfer, B.A. degree program transfer whose repeated study periods at the two departments, Master's program transfer, B.A. degree programs are precluded from in the incoming department, Master's program, B.A. degree program's maximum study periods combined in calculation.

經各系所(學位學程)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

准轉系所(學位學程)之學生，不得申請變更或撤銷。

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

第七條 轉系所(學位學程)申請及審查作業時程由教務處於每學年下學期另行公佈，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，經轉出及轉入系所(學位學程)主任或所長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, Master's program transfer, B.A. degree program transfer is to be announced by the academic affairs office separately in the second semester of each academic year, 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, Master's program, B.A. degree program chairpersons or directors' 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 轉系所(學位學程)學生之學分抵免，依本校「學生抵免學分要點」規定辦理，且不得因轉系所(學位學程)申請延長原訂之修業年限。

Article 8 The credit offset/exemption for students in department transfer, Master's program, B.A. degree program transfer shall be sought per school "university department student credit offset/exemption guideline", and students also may not apply to extend their initial study period due to department transfer, Master's program, or B.A. degree program transfer.

第九條 僑生、外國學生申請轉系所(學位學程)者，其轉系年級、轉系次數、轉系名額、申請時程及申請作業，悉依本辦法相關規定辦理。

僑生、外國學生確因分發之系所(學位學程)與其志趣不符，致無法於原系所(學位學程)繼續肄業，且經原系所輔導後仍有實務困難者，得於每學年下學期由教務處公告之轉系申請期間內，提出轉系申請。經有關係所(學位學程)主管同意後，得從寬核准之。

學生如申請轉入之系所(學位學程)其授課語言與原入學系所不同，應檢附符合入學招生簡章各系所規定之有效語文能力檢定證明，並由國際事務處複閱。

Article 9 Overseas Chinese students and international students who wish to apply for a transfer to another department/master program (degree program) shall follow the relevant regulations of these guidelines regarding the transfer year level, number of transfers allowed, quota limits, application timeline, and procedures.

If an overseas Chinese or international student finds it practically difficult to continue their studies in the originally assigned department /master program (degree program) due to a mismatch with their interests—even after receiving academic counseling from the original department—they may apply for a transfer during the designated transfer application period announced by the Office of Academic Affairs in the second semester of each academic year. Upon obtaining approval from the [chairpersons or directors](#) of the intended department/master program (degree program), the application may be granted with flexibility.

If the language of instruction in the intended department/master program (degree program) differs from that of the original department, the student must submit a valid language proficiency certificate that meets the admission requirements specified in the enrollment brochure. The certificate must be reviewed by the Office of International Affairs.

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 [academic regulations](#) 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.