

University System of Taiwan Guidelines for Student Transfers

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Approved at the Faculty Meeting of National Yang Ming University on November 10, 2010
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Article 1 In order to process applications for student transfers in the University System of Taiwan (National Central University, National Cheng Chi University, National Tsing Hua University and National Yang Ming Chiao Tung University, hereinafter referred to as the four schools), the Guidelines are enacted in accordance with Paragraph 1, Article 5 of the Regulations Governing Organization and Operation of the University System, and the four schools' academic regulations.

Article 2 The four schools' students may apply for transfer to a different department, institute or degree program of the four schools, subject to their personal career planning or interests, pursuant to the Guidelines.

The applications referred to in the preceding paragraph are only applicable to the choices of a dissimilar department, institute or degree program. The nature thereof shall be determined by the relevant department, institute or degree program, except in the case of UST cross-university degree programs.

- Article 3 The four schools shall form a student transfer committee to set forth student transfer requirements. The UST Vice President (Dean of Academic Affairs) shall serve as the committee's convener, and the deans of academic affairs from various schools and representatives of the colleges, departments, institutes and degree programs recruiting transfer students shall serve as the committee's ex officio members.
- Article 4 Various departments, institutes and degree programs may set forth the quota of transfer students independently, provided that the quota shall be no more than 5% of the student population of the school, and transfer students in bachelor programs shall be no more than 10% of the freshmen initially authorized for the relevant department. After the transfer process is completed, the total number of the four schools' students shall be no more than the total number of freshmen authorized for the relevant academic year, and the quality of faculty of each department, institute and degree program shall still comply with the Regulations on Scale and Resource Criteria for Schools Above the Junior College Level.
- Article 5 The four schools may set forth their own review criteria for transfer to departments, institutes and degree programs. If the review criteria cover written examination subjects, the examination dates and subjects shall be set forth by the department, institute and degree program of the school to be transferred into.
- The review criteria referred to in the preceding paragraph shall be enforced upon completion of the procedures required by the four schools and authorization by the student transfer committee, and announced by the four schools' offices of academic affairs.
- Article 6 The four schools accept student transfer applications in June each year. The application quota, qualifications and review procedures shall be subject to the four schools' requirements, submitted to each school's student transfer committee in an electronic form for confirmation, and authorized upon receipt of written response.
- Article 7 Application qualifications for the four schools' students:
1. Undergraduate students may apply for a transfer before the beginning of their second or third academic year. The application and grade to be transferred into shall follow the four schools' rules. The applicant shall meet the following requirements:
 - (1) Complete more than one academic year;
 - (2) Satisfy the application qualifications set forth by various departments/degree programs.
 2. Graduate students may apply for a transfer before the beginning of their second academic year. The application and grade to be transferred into shall follow the four schools' rules. The applicant shall meet the following requirements:
 - (1) Complete more than one academic year;
 - (2) With an overall GPA of more than 70 points (or B-);
 - (3) Satisfy the application qualifications set forth by various departments, institute and degree programs.
- Article 8 Four schools' students who meet any of the following circumstances are not allowed to apply for transfer:
- (1) Have not yet completed more than one academic year;
 - (2) Are in their senior year of study;
 - (3) Are on a leave of absence from school;

- (4) Have been approved to transfer departments, institutes or degree programs, or schools, once already;
- (5) Not allowed to transfer departments, institutes or degree programs per the school's relevant requirements.

Article 9 After the completed student transfer applications filed by four schools' students are reviewed and approved by the original schools, the Office of Academic Affairs of the original school shall compile and submit the applications to the schools to be transferred into.

The related departments, institutes and degree programs shall designate their staff to attend the student transfer committee meeting. The list of admitted transfer students shall be officially announced upon confirmation by the meeting.

Article 10 Four schools' students may apply for transfer to another school no more than once, and to only one department, institute or degree program per school.

Any student whose application for school transfer is approved shall not request to change or transfer back to his/her original school, and is not allowed to graduate until he/she completes the graduation requirements stipulated by the department, institute or degree program he/she transfers to. Any student whose application for school transfer is rejected shall continue to study in the department, institute or degree program of his/her original school.

Article 11 After the student transfers to the school, the relevant department, institute or degree program of the school the student transfers to shall guide the student in course selection, and the student shall apply for credit transfers in accordance with the four schools' related regulations.

Article 12 Student school transfers shall be organized by the four schools in turn.

Article 13 Should any student who applies for transfer have questions about transfer issues, he/she may file a complaint with the school in charge of the transfer business in writing within 7 days upon announcement of the name list.

The student may prepare the written complaint on his/her own, provided that it shall specify the complainant's name, department/institute of the school he/she is studying in, address and telephone number, and the detailed reasons of complaint. The written complaint shall be served via registered mail; no complaint will be accepted beyond the prescribed time limit.

Upon receipt of the written complaint, the school in charge of the transfer business shall submit the same to the student transfer committee. The committee shall respond to the complaint in writing by the end of August upon completion of the investigation, and shall form an ad hoc group to deal with the case, if necessary.

Article 14 The Guidelines shall be resolved by the Meeting of Dean of Academic Affairs and Meeting of President of the UST, subject to approval of the four schools' faculty meetings, and enforced after being reported to the Ministry of Education for authorization. The same shall apply where the Guidelines are amended.