

Regulations for Intra- and Inter-Departmental Transfers at I-Shou University

Adopted on May 21, 1991, at the first meeting of the University Academic Council in the second semester of the academic year 1990

Adopted on August 28, 1997, at the first meeting of the University Academic Council in the first semester of the academic year 1997

Adopted on October 25, 2000, at the second meeting of the University Academic Council in the first semester of the academic year 2000

Adopted on May 29, 2002, at the second meeting of the University Academic Council in the second semester of the academic year 2001

Considered and approved by the Ministry of Education under Letter No. Tai-91-Kao-2-Tzu 91097493 dated July 8, 2002

Adopted on July 24, 2002, at the third meeting of the University Academic Council in the second semester of the academic year 2001

Considered and approved by the Ministry of Education under Letter No. Tai-91-Kao-2-Tzu 91149173 dated October 2, 2002

Adopted on March 5, 2003, at the first meeting of the University Academic Council in the second semester of the academic year 2002

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academic year 2005

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Adopted on October 9, 2009, at the first meeting of the University Academic Council in the first semester of the academic year 2009

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Amendments to Articles 4, 12, 13, and 14 promulgated with the consent from the President dated January 13, 2010

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Adopted on March 12, 2010, at the first meeting of the University Academic Council in the second semester of the academic year 2009

Adopted on May 28, 2010, at the second meeting of the University Academic Council in the second semester of the academic year 2009

Adopted on June 9, 2010, at the second meeting of the University Council in the second semester of the academic year 2009

Articles 2, 4, 7, and 10-12 filed for reference under Letter No.

Tai-Kao-2-Tzu 0990124873 dated July 30, 2010

Amendments to Articles 3, 10, 11, 12, and 14 promulgated with the consent from the President dated December 1, 2010
Articles 3, 10, and 14 filed for reference under Letter No.

Tai-Kao-2-Tzu 1000013252 dated January 31, 2011

Amendments to Articles 2, 4, and 10 promulgated with the consent from the President dated June 19, 2012

Articles 2, 4, 10, 11, and 12 filed for reference under Letter No. Tai-Kao-2-Tzu 1010132588 dated July 26, 2012

Amendments to Articles 1, 3, and 8-11 promulgated with the consent from the President dated March 23, 2015

Articles 1, 3, and 8-11 approved for reference by the Ministry of Education under Letter No. Tai-Jiao-Kao-2-Tzu 1040091724 dated July 22, 2015

Amendments to Articles 2-5 and 13 promulgated with the consent from the President dated May 26, 2016

Articles 2-5 and 13 approved for reference by the Ministry of Education under Letter No. Tai-Jiao-Kao-2-Tzu 1050092568 dated September 2, 2016

Amendments to Articles 3 and 4 promulgated with the consent from the President dated January 13, 2017

Article 3 approved for reference by the Ministry of Education under Letter No. Tai-Jiao-Kao-2-Tzu 1060013913 dated February 22, 2017

Amendments to Article 4 promulgated with the consent from the President dated June 5, 2017

Amendments to Article 4 promulgated with the consent from the President dated March 30, 2018

Amendments to Article 7 adopted by the University Council on May 23, 2018, and promulgated with the consent from the President dated June 14, 2018

Article 7 approved for reference by the Ministry of Education under Letter No. Tai-Jiao-Kao-2-Tzu 1070108385 dated July 18, 2018

Amendments to Articles 2 and 3 adopted by the University Council on July 17, 2019, and promulgated with the consent from the President dated July 22, 2019

Articles 2-3 approved for reference by the Ministry of Education under Letter No. Tai-Jiao-Kao-2-Tzu 1080112075 dated August 16, 2019

Amendments to Articles 6, 7, and 11-13 adopted by the University Council on May 26, 2021, and promulgated with the consent from the President dated June 3, 2021

Articles 6, 7, and 11-13 approved for reference by the Ministry of Education under Letter No. Tai-Jiao-Kao-2-Tzu 1100088443 dated July 14, 2021

Amendments to Articles 1-3, 8, and 11-13 adopted by the University Academic Council on June 14, 2023, and promulgated with the consent from the President dated August 14, 2023

Article 1 The Regulations for Intra- and Inter-Departmental Transfers at I-Shou University (hereinafter referred to as “the Regulations”) are made by I-Shou University (hereinafter referred to as “the University”) pursuant to the University Act, the Academic Rules of I-Shou University, and other applicable rules.

Inter-departmental transfers used herein include those among departments, programs, and degree programs.

Article 2 Students can apply for an intra- or inter-departmental transfer twice, at most. To be eligible for an intra- or inter-departmental transfer, a student shall not have been in suspension status in the previous semester before the transfer and shall have obtained prior consent. Students under one of the following circumstances, however, are not eligible to apply for an intra- or inter-departmental transfer:

1. enrolling in a post-baccalaureate program;
2. enrolling in the School of Medicine for International Students;

3. enrolling in the School of Medicine as a government-funded student;
4. having been granted an intra- or inter-departmental transfer twice; or
5. being prohibited from transferring to another department (track or program) as stipulated by educational laws or in admission prospectus.

Article 3 After inter-departmental transfer applicants have been admitted to their desired departments, the total number of students at the University shall not exceed the quota approved by the Ministry of Education.

Post-baccalaureate programs, the School of Medicine for International Students, and the School of Medicine do not admit inter-departmental transfer students.

Bachelor's degree programs for indigenous peoples are open only to students of proven indigenous ancestry.

Students from the Mainland Area studying at the University may transfer only to departments (tracks or programs) that admit students from the Mainland Area.

Article 4 When an undergraduate student applies for an intra- or inter-departmental transfer, he/she will generally be transferred to the same grade level of a department (track) that is similar to the department (track) where he/she is currently studying. If he/she applies for transferring to a department of a different nature, he/she will be transferred to a lower grade level.

A department of similar nature mentioned above refers to a department in which an inter-departmental transfer student manages to complete required courses and earn required credits within the prescribed duration of study (an extension of graduation date due to poor academic performance shall be excluded). An inter-departmental transfer applicant shall be admitted to a lower grade level if the department he/she intends to transfer to is not similar to the department he/she is currently studying at. Those who transfer to a lower grade level shall complete required courses and earn required credits in accordance with the curriculum guidelines applicable to the grade level they transfer to. The overlapping period of study will not be consolidated into the maximum allowable duration of study of the transfer-in department.

Undergraduate students who want to transfer to another department (track) shall submit an application not later than the first semester of the senior year. Graduate students who want to transfer to another department (track or program) shall submit an application before the second academic year begins.

Article 5 Once an application for an intra- or inter-departmental transfer has been granted, the

applicant is not permitted to transfer to any other departments (tracks or programs) or transfer back to the original department (track or program) in the same semester.

Article 6 Under no circumstances will an intra- or inter-departmental transfer applicant be transferred to a higher grade level of the transfer-in department (track or program).

Article 7 Students who intend to transfer to another department (track or program) shall file an application in March or October. The University will specify the application period in the academic calendar. Under no circumstances will late applications be considered.

Students who intend to transfer to another department (track or program) shall apply for transferring only to a department (track or program) under the same educational system.

Article 8 Students who intend to transfer to another department (track or program) shall fill out an application form, have the application form approved and signed by the parent, the advisor, and the chair of the department where they are currently studying, and finally submit the completed and signed application form to the Registration Section of the Office of Academic Affairs (hereinafter referred to as “the Section”) for further processing. Applications not made in person at the counter will not be considered.

Article 9 Students may choose three departments (tracks or programs) they intend to transfer to when filling out an application form. No changes are allowed once the application form is submitted to the Section.

Article 10 Intra- and inter-departmental transfer applications shall first be collected by the Section, forwarded to the Departmental (Program) Affairs Councils of the departments (tracks or programs) applicants intend to transfer to for review, and finally submitted to a university-level review meeting for approval. Review criteria shall be established by respective departments, and interviews may be held if necessary.

Article 11 Successful applicants shall apply for credit recognition after being approved to transfer to another department (track or program). The transfer-in department (track or program) shall decide whether to recognize the credits that an intra- or inter-departmental transfer student has earned in the previous department (track or program) and whether the credits recognized shall be consolidated into the total credits required for graduation.

If successful applicants for an inter-departmental transfer have applied for credit transfer upon admission to the University, they shall apply for both credit recognition and a second credit transfer. The credits previously transferred will not be included as part of the academic performance for all semesters (the credits not earned at the University shall be transferred).

Article 12 Matters not mentioned herein, if any, shall be subject to the Academic Rules of I-Shou University as well as other applicable regulations and rules.

Article 13 The Regulations become effective on the third day of promulgation after being adopted by the University Academic Council and ratified by the President.

Note: In case of any disputes or misunderstanding regarding the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.