

National Taiwan Ocean University

Regulations for Student Department Transfer

Approved by the Academic Affairs Meeting on June 2, 1997.
Amended and approved by the Academic Affairs Meeting on December 13, 2001.
Promulgated on December 19, 2001.
Amended and approved by the Academic Affairs Meeting on November 18, 2004.
Promulgated on December 17, 2004, through Hai-Jiao-Zhu-Zi No.0930011173.
Amended and approved by the first Academic Affairs Meeting of the first semester of the 2007 academic year on September 20, 2007. (Article 7, 8, and 9 amended)
Amended and approved by the second Academic Affairs Meeting of the first semester of the 2007 academic year on December 18, 2007. (Article 4, 5, 6, and 15 amended)
Amended and approved by the first Academic Affairs Meeting of the second semester of the 2007 academic year on March 27, 2008. (Article 6, 7, 9, and 15 amended)
Consented for reference by the Ministry of Education through Tai-Gao-Er-Zi No.0970161413 on August 19, 2008. (Article 2)
Promulgated on August 25, 2008, through Hai-Jiao-Zhu-Zi No.0970009015F.
Amended and approved by the first Academic Affairs Meeting of the first semester of the 2010 academic year on October 28, 2010. (Article 6, 7, and 15 amended)
Consented for reference by the Ministry of Education through Tai-Gao-Er-Zi No.0990212853 on December 15, 2010. (Article 7 and 15)
Consented for reference by the Ministry of Education through Tai-Gao-Er-Zi No.1000009506 on January 27, 2011. (Article 6)
Promulgated on February 21, 2011, through Hai-Jiao-Zhu-Zi No.1000001938B.
Amended and approved by the first Academic Affairs Meeting of the second semester of the 2012 academic year on March 21, 2013. (Article 3, 5, 8, and 13 amended)
Amended and approved by the second Academic Affairs Meeting of the second semester of the 2012 academic year on June 6, 2013. (Article 6 and 7 amended)
Consented for reference by the Ministry of Education through Tai-Jiao-Gao-Er-Zi No.1020107131 on July 16, 2013. (Article 3 and 5 to 8; Article 13 amended)
Promulgated on August 7, 2013, through Hai-Jiao-Zhu-Zi No.1020013147.
Amended and approved by the first Academic Affairs Meeting of the first semester of the 2013 academic year on October 17, 2013. (Article 2, 6, and 11 amended)
Consented for reference by the Ministry of Education through Tai-Jiao-Gao-Er-Zi No.1030009675 on January 24, 2014. (Article 2, 6, and 11)
Promulgated on January 28, 2014, through Hai-Jiao-Zhu-Zi No.1030001523.
Amended and approved by the first Academic Affairs Meeting of the first semester of the 2014 academic year on October 30, 2014. (Article 8 amended)
Consented for reference by the Ministry of Education through Tai-Jiao-Gao-Er-Zi No.1040032515 on March 16, 2015. (Article 8)
Promulgated on April 14, 2015, through Hai-Jiao-Zhu-Zi No.1040004424. (Article 8 amended)
Amended and approved by the second Academic Affairs Meeting of the first semester of the 2016 academic year on December 22, 2016. (Article 4 amended)
Consented for reference by the Ministry of Education through Tai-Jiao-Gao-Er-Zi No.1060004535 on January 16, 2017. (Article 4)
Promulgated on January 19, 2017, through Hai-Jiao-Zhu-Zi No.1060001119.
Amended and approved by the second Academic Affairs Meeting of the first semester of the 2018 academic year on December 27, 2018. (Article 4 amended)
Consented for reference by the Ministry of Education through Tai-Jiao-Gao-Er-Zi No.1080016164 on March 13, 2019. (Article 4)
Promulgated on March 26, 2019, through Hai-Jiao-Zhu-Zi No.1080005533.
Amended and approved by the second Academic Affairs Meeting of the first semester of the 2019 academic year on December 26, 2019. (Article 4 amended)
Consented for reference by the Ministry of Education through Tai-Jiao-Gao-Er-Zi No.1090003528 on January 21, 2020. (Article 4)
Promulgated on February 12, 2020, through Hai-Jiao-Zhu-Zi No.1090002209.

Article 1 These regulations are established in accordance with Article 14 of the Academic Regulations of National Taiwan Ocean University (hereinafter referred to as the University). Student department transfers at the University, unless otherwise specified by educational laws, shall be processed in accordance with these regulations.

Article 2 University students who believe that their current department does not align with their

interests may apply for a department transfer, limited to two times.

- Article 3 Students shall submit their department transfer applications within the deadlines announced by the University.
- Article 4 Students applying for a department transfer must meet the following requirements:
1. Conduct grade must be above 70.
 2. Students who have completed one year of study (excluding students with deferred graduation) may transfer to an equivalent or lower year level in another department.
 - 3. In the current and previous semesters of applying for the transfer, students must have completed at least two-thirds of the required professional core courses of their original department (without dropping them).**
 - 4.** Meet the conditions required by the department to which they wish to transfer.
- Article 5 Department transfers of students are subject to the following limitations on numbers:
1. The number of students transferring out shall not exceed half of the original number of students in their class.
 2. The number of students transferring in shall not exceed 20% of the original approved quota for new students, not affecting the principle of teaching. If the number exceeds this limit, selection will be based on academic performance.
- Article 6 The following students are not eligible to apply for a department transfer:
1. Students who have not completed one year of study.
 2. Students admitted through recommendation (excluding individual applicants).
 3. Students who have extended their study period.
- Article 7 Students applying for department transfer must complete the transfer application form via the academic affairs system. Duplicate applications will result in cancellation of their transfer application. The completed application form should be submitted to the Division of Registration and Curriculum (Division of Continuing and Extension Education).
- Article 8 The department transfer process will be conducted through a written review, the content of which is set by each department and announced by the Division of Registration and Curriculum (Division of Continuing and Extension Education).
The department transfer matters are handled by the University's Department Transfer Committee (hereinafter referred to as the Committee), composed of the President, the Provost, relevant College Deans, Department Chairs, the Chief of the Registry Section, and the Chief of the Continuing Education Section, chaired by the President.

- Article 9 The results of the department transfer, whether approved or not, shall be announced by the Division of Registration and Curriculum (Division of Continuing and Extension Education). Those who are not approved shall continue their studies in their original department.
- Article 10 Students whose transfer has been approved shall not request to return to their original department.
- Article 11 Transferred students must complete the required courses and credits of the department they have transferred into to qualify for graduation.
For those who transfer to a lower year level, their required courses and credits will be based on the regulations of the entry academic year for the year level they have transferred into. The repeated academic year of study is not counted towards the maximum study period in the department they transferred into.
- Article 12 The courses and credits that transferred students need to make up will be guided by designated personnel in each department.
- Article 13 Students participating in the transfer examination must pay a review fee, which will be announced separately.
- Article 14 Daytime and Continuing Education students are not allowed to transfer between each other.
- Article 15 These Regulations shall be implemented after approval by the Academic Affairs Meeting and reported to the Ministry of Education for reference.

(Applicable for applications from the second semester of the 2020 academic year onwards.)

Note: These regulations are formulated in Chinese. In case of any discrepancies between the English and Chinese versions, the Chinese version shall prevail.