

## National Taiwan University Guidelines for Students' Change of Departments

Amended by the 1st Academic Affairs meeting on the 2nd semester of 2005 academic year on Mar. 17, 2006

- Article 1** The establishment of these guidelines is for the purpose of regulating all matters regarding students' change of departments.
- Article 2** The change of departments referred to in these guidelines includes change of groups within the same department and transfer to another Academic Degree Program.
- Article 3** All undergraduate students upon completion of 1<sup>st</sup> year of study may apply for a change of departments prior to the beginning of the second year of study. Prior to the beginning of the third year of study, students may apply for an additional department in the 3<sup>rd</sup> year or another department of similar nature in the 3<sup>rd</sup> year or the 2<sup>nd</sup> year of a completely different department. Prior to the beginning of the 4<sup>th</sup> year of study, due to particular reasons, students may apply for change into the 4<sup>th</sup> year of an additional department, or 4<sup>th</sup> year of a department with similar nature, or into the 3<sup>rd</sup> year of an approved minor. For students in higher year levels, based on the courses and credit hours that are completed, they may apply for a department of similar nature or an appropriate year level of an already approved minor. Students who have extended their term of study may not apply for a change of departments.
- Change of departments can only be applied once. All requirements of the new department must be completed in order to be qualified for graduation. Students who are lowering their year level into the new department shall fulfill the course subjects and credit hours as required by the new department based on the year level. The overlapping portion of the study term shall not be included in the counting of the study term limit in the new department.
- Article 4** Transfer students requesting change of departments shall be decided by the original department. In the case where the admission information for transfer student states that change of departments is not allowed, such rule must be followed.
- Students who have been recommended by the university and students who have applied individually and been admitted prior to 2005's academic year may not apply for change of department; special cases approved by Academic Affairs Division are not under these restrictions.
- Article 5** Pursuant to the guidelines, students may apply to Academic Affairs Division for change of departments in the period set by university's calendar. After

reviewing the file, the administrative staff shall send the application to the pertinent department's chairperson and Dean for approval. It must be then sent to the Dean of Academic Affairs for approval.

**Article 6** Students applying for change of departments shall not be able to withdraw or modify the title of the desired department once past the application deadline. Students who are not allowed to change departments due to specific regulations shall be disqualified from entering the new department if found to be breaking the rule.

**Article 7** Application for change of departments must be done within the time period stipulated by university's calendar; once past the deadline no application shall be processed.

**Article 8** The number of students transferred to the new department shall not exceed the total number of new students originally approved by the corresponding department, including the quota assigned by the Ministry of Education, plus an additional 20%.

The number of students being transferred to the 2<sup>nd</sup> year of a Credit Certification Program shall be limited to the number of students set in the original program's proposal. The number of students being transferred to the 3<sup>rd</sup> year of the Credit Certification Program shall be limited to the number of students for the 2<sup>nd</sup> year as stated in the original program's proposal, plus an additional 20%.

**Article 9** Each department may establish its own set of rules regarding the selection of transfer students from another department. The selected list must be sent to Academic Affairs Division and approved by the Dean of Academic Affairs. For departments requiring written examination, the course subject and the date of the examination shall be determined by the new department. All regulations governing selection of transfer students from another department shall be reviewed by Academic Affairs Division and publicly announced prior to the selection process.

**Article 10** Overseas Chinese students assigned by the Ministry of Education and foreign students who wish to apply for change of departments must follow all the regulations of these guidelines. If the assigned department /group is not the one desired by the student and the student does not wish to continue studying in the original department, overseas Chinese students may request approval from the chairperson of the pertinent department through the Overseas Chinese and Foreign Students Advising Section to transfer to another department. Foreign students may present the request through the Center for International Academic Exchanges to obtain approval from the

Chairperson of the pertinent department.

**Article 11** Once the approved list of students requesting change of departments is publicly announced, the approved students may not request going back to the original department without approval from the pertinent college/department and from the Dean of Academic Affairs.

Application for going back to the original department must be completed prior to the period of adding/dropping courses as established by the regulations of the academic calendar of that semester.

**Article 12** Change of departments for undergraduate students of the Division of Continuing Education are limited to changes within existing departments in the Division of Continuing Education.

**Article 13** Matters not covered in these guidelines shall be conducted according to laws and regulations stipulated by the Ministry of Education.

**Article 14** These guidelines shall be implemented after being approved by the Academic Affairs Meeting; the same procedure applies to the amendments of these guidelines.