

TKU Regulations Related to Inter-Departmental Transfer

Secretariat Regulation No. 1040000036 (06/17/2015)

1. These regulations were formulated to govern all matters related to student transfer between TKU academic departments.
2. The phrase “transfer of department or graduate institute”, used throughout these regulations, includes transfers between different academic divisions or degree programs within the same department or graduate institute.
3. Bachelor students may apply to transfer to another department after completing their first year of study, and before the start of the second academic year. Students may then apply for an academic minor or double major before starting their third academic year of study. If their minor or second major is similar in nature to their original major, they can begin these additional studies at a third year level. If the minor / second major is in a vastly different academic field to their original major, they must begin these additional studies at a second year level. If, for certain special reasons, a student is allowed to start their minor or double major at the beginning of their fourth year of study, those whose minor / second major is in a similar academic field can begin these studies at a fourth year level; those starting a previously approved minor must start these studies at a third year level.

Bachelor students in their graduating year or extension year (after extending the time limit for duration of study) are not allowed to transfer to another department.

Bachelor students may only transfer departments one time, and must complete all requirements prescribed by the department they transfer into before graduating.

Bachelor students who transfer to a new department and enter in the year below their original level (eg. those who would have been starting third year studies, but enter their new department at a second year level) must select courses based on the compulsory course table issued to students in the year they are entering. The repeated year of study will not count toward the department’s time constraints on duration of study.

4. Master or PhD students may apply to transfer to a new department or graduate institute before the start of their second year. They may transfer only once during

their degree. Applications for transfer must be permitted by the head of the related department, graduate institute, or college, and then approved by the Dean of Academic Affairs. After gaining approval to transfer to a new department or institute, students may not apply for another transfer and may not return to their original academic department / institute. To graduate, students who have transferred to a new department must complete all the requirements necessary to graduate, as specified by the department. After transferring, they must complete at least one full year of study before graduating.

5. Mainland Chinese students who wish to transfer into another department / graduate institute must apply to a department or graduate institute that has received approval by the Ministry of Education to admit students from Mainland China during that academic year.
6. Students who wish to transfer to another department or graduate institute must submit an application to the Office of Academic Affairs in the application period shown in the TKU Academic Calendar (online) and in the method outlined in related announcements. The application must be approved by the chair of the student's original department or graduate institute, as well as the Dean of the corresponding college. In special situations, to which the above rule does not apply, the student must gain the approval of the Dean of the corresponding college and the Dean of General Affairs.
7. After entering TKU, transfer students may or may not be allowed transfer to another department. The decision lies with their department. When entering TKU, transfer students whose admissions handbook states that they are not permitted inter-departmental transfer will not be allowed to apply for transfer.

Students who, for a particular reason, are allowed to defer studies, may not apply for transfer during the period of deferment.

Students who entered TKU based on Regulations for Merit-based Admissions for Students from Outlying Islands are not allowed to apply for department transfer. The only exception to this rule is students in special circumstances who gain approval from their local government.

8. Each academic department and graduate institute must formulate selection rules, procedures, and dates for students hoping to transfer into the department.

These department regulations should then be published after being submitted to and approved by the Office of Academic Affairs.

9. After the deadline for transfers to other departments / graduate institutes ends, students are no longer allowed to cancel their applications for transfer or to change their preference of department / graduate institute. Students who transfer to another department / graduate institute and then discover they are not eligible to make such a transfer will have their transfer qualifications canceled.
10. The quota for students transferring to any given department, graduate institute, or degree program is in principle the original number of specified new students and that is determined according to the actual number of students who apply to attend school that semester.
11. After the screening process, each department or graduate institute must compile a list of students considered for transfer into the department / institute. This list will then be reviewed by the chair of the department or director of the graduate institute, the dean of the corresponding college, and the Dean of Academic Affairs. After being approved, the list of successful applicants will be announced.
12. Overseas Chinese, Mainland Chinese, and foreign students, along with physically or mentally disabled students, are assigned to an academic department. If such students find that the department (or class) that they were assigned to does not accord with their goals or interests, they may apply to transfer to a new department (or class). To do so, they will need to gain the permission of the related office – the Office of International and Cross-Strait Affairs (OICSA) for overseas Chinese, Mainland Chinese, and foreign students; and the Resource Center for the Visually Impaired for physically or mentally disabled students – and the approval of the related chair of the department.
13. Once the list of students approved for transfer is announced, if one of the listed students must apply to return to their original department or graduate institute for a legitimate reason, this application must be made before the start of classes in a new semester, as indicated on the TKU Academic Calendar. The applicant must

gain permission from the corresponding college / department, and approval from the Dean of Academic Affairs.

14. Students undertaking a master's program, an EMBA, or a two year on-the-job bachelor program may only transfer to other departments with these degree programs.
15. Matters not covered in these regulations will be handled in accordance with related laws set forth by the MOE.
16. This set of regulations will take effect on the date of its publication after being passed in an academic affairs meeting and approved by the TKU President. After being approved, it will be submitted to the MOE for future reference. The same applies to any later amendments made.