

Ming Chi University of Technology

Regulations on Department (Section) Transfer of Undergraduate
Students

Established at the academic affairs meeting on 2002.11.12

Amended at the academic affairs meeting on 2014.09.16

Article 1 Purpose

These Regulations have been established in accordance with the University Act and the Regulations of Ming Chi University.

Article 2 Review Committee

To handle matters relevant to student transfers, Ming Chi may establish the department (section) transfer review committee, which shall consist of the President, Dean of Academic Affairs, Director of each graduate school, Director of the General Education Center, and other relevant officers. The Dean of Academic Affairs shall be the convener of each meeting.

Article 3 Department (Section) Transfer

Ming Chi accepts applications for department (section) transfer during the designated period every semester. The number of students in the department (section) after the transfer shall be no more than 120% of both the approved number of new students and the number of new students provided by the Ministry of Education.

Article 4 Review Standards

Preliminary review standards for students transferring to another department (section) in each school year shall be determined by each department (section) and announced four months prior to the acceptance of transfer applications.

Article 5 Explanation of Department (Section) Transfer

A student during his/her suspension from school may not apply to transfer to another department (section). If the department (section) where a deferred student has studied changes its name or ceases student recruitment when the student resumes schooling, the student shall be consulted and assisted in applying to transfer to a proper department (section) based on his/her interest.

Article 6 Application for Transferring to Another Department (Section)

If a student thinks that the courses provided in his/her department (course)

are not suitable to his/her interest, the student may apply to transfer to another department (section) prior to completion of the courses taken for the 1st semester or the 2nd semester as a freshman or a sophomore.

Article 7 Limitation of Department (Section) Transfer

Two-year program students are not permitted to transfer to another department (section). However, if the department (section) where a deferred student has studied changes its name or ceases student recruitment when the student resumes schooling, the student shall be consulted and assisted in transferring to a proper department (section). A student is not permitted to transfer to a department (section) in another academic system.

Article 8 Frequency of Department (Section) Transfer

A student may only transfer to another department (section) once. The transfer student shall graduate only after s/he has successfully completed the courses prescribed and the credits required by the department (section) into which s/he transfers.

Article 9 Department (Section) Transfer by International Students

If the department (section) transfer applied for by an international student is subject to his/her grades or the approved number of students, the transfer application may be approved based on the principle of leniency. However, it shall still meet the requirements provided for the year in which s/he transfers and the year in which s/he starts study after the transfer.

Article 10 Procedure for Students Transferring to Another Department (Section)

1. Application: A student may submit an application during the period from two weeks prior to the commencement of final examinations until the end of final examinations. The student must fill out the department (section) transfer application form (Form No.: A030050106) and submit it to his/her advisor and chairperson for their approval by requesting them to sign the form. Once approved, the completed application form shall be delivered to the Division of Registry.
2. Preliminary review: The Registration Division shall review the received applications based on the preliminary review standards provided by each department (section).
3. Second review: The Registration Division shall compile the applications approved in the preliminary review in the semester and submit the applications and supporting documents (such as semester grades) to the

department (section) review committee for review. The department (section) to which the student intends to transfer may interview the student who has passed the preliminary review prior to the commencement of the review committee meeting.

4. Announcement: Review results shall be announced and communicated to transfer students and their chairpersons.

Article 11 Other Matters for Department (Section) Transfer

After the application for department (section) transfer has been approved, the applying student may not request to transfer back to the department (section) from which s/he has transferred.

Article 12 Implementation and Amendment

These Regulations shall be promulgated and implemented after being adopted by an academic affairs meeting and approved by the president. The same shall apply to any amendment to these Regulations.

Attachment 1

Application for Department (Section) Transfer by Undergraduate Students of Ming Chi University of Technology

Date of Application: (yyyy) (mm) (dd)

Name		Student No.		Department / Class			
Address				Tel.			
Reason for department (section) transfer							
After transfer	<input type="checkbox"/> As a freshman in the 2 nd semester <input type="checkbox"/> As a sophomore in the 1 st semester <input type="checkbox"/> As a sophomore in the 2 nd semester <input type="checkbox"/> As a junior in the 1 st semester			Department (Section) after transfer	<input type="checkbox"/> First choice <input type="checkbox"/> Second choice		
Student's signature & seal		Student's signature & seal		Advisor's signature		Chairperson's signature	

Date of Preliminary Review: (yyyy) (mm) (dd)

	Department (Section)	Standards of preliminary review	Result of preliminary review	Comments
First choice			<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	
Second choice			<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	
Handler		Registration Director	Dean of Academic Affairs	

Date of Second Review: (yyyy) (mm) (dd)

Comments on the department (section) transfer	Review Committee	Comments
	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	
Chairperson	President	

Form No.: A030050106