

# 國立陽明交通大學學生轉系所辦法

## National Yang Ming Chiao Tung University Regulations for Transfer of Students between Departments/Institutes

110 年 3 月 3 日 109 學年度第 2 學期第 1 次教務會議通過  
Adopted at the 1st Academic Affairs Meeting in 2nd Semester of Academic Year 2020 on March 3, 2021  
112 年 3 月 7 日 111 學年度第 3 次教務會議修正通過第 2、5-11 條  
Articles 2 and 5-11 amended at the 3rd Academic Affairs Meeting of Academic Year 2022 on March 7, 2023  
113 年 1 月 4 日 112 學年度第 2 次教務會議修正通過第 5、7 條  
Articles 5 and 7 amended at the 2nd Academic Affairs Meeting of Academic Year 2023 on January 4, 2024  
113 年 3 月 18 日 112 學年度第 3 次教務會議修正通過第 11、12 條  
Articles 11 and 12 amended at the 3rd Academic Affairs Meeting of Academic Year 2023 on March 18, 2024

第一條 為使學生適性發展，增強學習成效，特依本校學則訂定本辦法。

Article 1 In accordance with the NYCU Academic Regulations, this Regulations has been established for the purposes of ensuring proper development of students and enhancing their learning effectiveness.

第二條 學士班學生申請轉系，應符合以下規定：

- (一)修業滿一年以上學生得申請轉系。本校學士班學生於第二學年開始前得申請轉系；於第三學年開始前申請者，得轉入性質相近學系三年級或性質不同學系二年級肄業；於第四學年開始前申請者，得轉入加修學系、性質相近學系四年級或輔系、性質不同學系三年級肄業。修業年限為六年或七年之學生，得於第五學年或更高年級開始前申請，依其已修科目與學分，得申請轉入性質相近學系或原修讀輔系之適當年級。
- (二)學生申請轉入修業年限為六年制或七年制之學系組，由學系根據該系課程規畫，決定其可轉入之適當年級。
- (三)學生申請轉系至多得申請三個學系(含台灣聯合大學系統學生轉校)。
- (四)延長修業年限者，不得申請轉系。

Article 2 Any bachelor's student applying for transfer to another department shall meet the following requirements:

- (1) Any student whose study period has reached or exceeded one year may apply for transfer to another department. A bachelor's student may apply for transfer to another department before the start of their second academic year. Any bachelor's student applying before the start of their third academic year may transfer to a department of a similar nature as a third-year student or to a department of a different nature as an incomplete second-year student. Any bachelor's student applying before the start of their fourth academic year may apply for transfer to a department of additional major or a similar nature as a fourth-year student or to a department of a different nature as an incomplete third-year student. Any student whose study period is six or seven years may apply before the start of their fifth or higher academic year. The student may, based on the subjects passed and credits earned, apply for transfer to a department of a similar nature or the department of his/her original minor as a student in an appropriate year.

(2) When a student applies to transfer to a department with a six-year or seven-year program, the department will determine the appropriate grade for the transferring student based on its curriculum plan.

(3) Any student applying for transfer to another department may apply to a maximum of three departments (including any student between universities under the University System of Taiwan).

(4) Any student whose study period is extended may not apply for transfer to another department.

第三條 研究所學生修業滿一學期以上，經原系所同意後，得申請轉所。

Article 3 Any graduate student whose study period has reached or exceeded one semester may apply for transfer to another department subject to approval by his/her original department.

第四條 學士班轉入申請標準由各學系自訂，並送註冊組彙總公告之。轉入名額以不超過該學系原核定新生名額連同教育部分發僑生名額加二成為上限，但如有特殊情形，經轉入學系簽請教務長核准者，不在此限。各學系得在二成額度內擇優錄取或不足額錄取。

學士班學生轉系於學校公告規定時間內，向註冊組申請，逾期不受理。轉系作業由各學系成立審查小組辦理，各學系審查結果交由註冊組彙整並審核轉入名額，陳報教務長核定後公告之。

經核准轉系之學生於錄取名單公告後一週內，得填具書面申請書向註冊組申請放棄。

Article 4 The criteria for transfer of bachelor's students to each department shall be determined by the department and shall be submitted to the Division of the Registrar for consolidation and publication.

The number of students transferring to each department shall not exceed the total number of new students originally approved and overseas Chinese students placed by the Ministry of Education plus 20%, except under special circumstances where the department to which students transfer has obtained approval from the vice president for academic affairs. Each department may admit students selected on a merit basis or reject students who have failed to meet certain criteria. The number of such students admitted or rejected shall not exceed 20% of the number of students transferring to the department.

A bachelor's student shall file an application to the Division of Registrar for transfer to another department by the deadline announced. No such application will be accepted after the deadline.

Each department shall set up a review committee to process applications for transfer to the department. The results of the review by each department will be submitted to the Division of Registrar for consolidation and review of the number of students transferring to the department. Its results will be published upon approval by the vice president for academic affairs.

Within one week after publication of the list of students approved for transfer to another department, any such student may file a written application to the Division of the Registrar to decline the transfer.

第五條 學士班之外國學生、僑生、陸生及身心障礙學生申請轉系者，原則依本辦法其他條文規定辦理之。如確因不合志趣或其他因素，無法在原系繼續肄業者，外國學生、僑生及陸生由境外生事務組輔導，身心障礙學生由健康心理中心輔

導，經輔導單位查實，得於第二學年開始，依教務處公告日期提出申請。經原學系與擬轉入學系雙方系主任同意後，檢附轉入學系審查會議紀錄，專簽請教務長同意從寬錄取。

Article 5 Foreign students, overseas Chinese students, mainland students, and students with mental and physical health challenges who apply for a department (undergraduate degree program) transfer should be handled in accordance with these Regulations in principle. If it is really impossible for them to continue studying in the original department due to incompatible interests or other factors, foreign students, overseas Chinese students, and mainland students who have been counseled by the Division of Overseas Student Affairs, as well as students mental and physical health challenges who have been counseled by the Mental Health and Counseling Center can apply for a department transfer starting from the second academic year, according to the date announced by the Office of Academic Affairs. Their application should be first agreed upon by the deans of both the original department and the department to be transferred, and then, with the minutes of the review meeting of the transferred department attached, the application should be considered according to more flexible criteria with a special dispensation signed by the Dean of Academic Affairs before they are allowed to transfer to another department.

第六條 研究生轉入申請標準及名額由各系所自訂之。

研究生轉所，經轉入系所會議審查通過並送教務長核定之。申請程序於開學前提出並經核定，於當學期生效；於學期中提出申請並經核定者，次學期生效。

學生於教務長核定後一週內，得填具書面申請書向註冊組申請放棄。

Article 6 The criteria for graduate students applying for transfer to another department and the number of graduate students transferring to the department shall be determined by the department.

The transfer of any graduate student to another department shall be reviewed and approved by a meeting of the department to which the student transfers and shall be sent to the vice president for academic affairs for approval. Any application filed and approved before the start of a semester shall become effective in that semester. Any application filed and approved during a semester shall become effective in the following semester.

Within one week after approval by the vice president for academic affairs, a student may file a written application to the Division of Registrar to decline the transfer.

第七條 同一學制內轉系所均以一次為限，並須完成轉入學系所規定之畢業條件。學士班學生降級轉系者，其在二學系重複修習之年限，不列入轉入學系之最高修業年併計。

Article 7 Each student will be allowed only one transfer to another department within the same academic program and shall fulfill the requirements of the department to which he/she transfers for graduation. For any bachelor's student transferring to another department as a student in a lower year, the duplicate years of his/her study in two departments will not be included in the maximum number of years of study in the department to which he/she transfers.

第八條 陸生申請轉系所，以轉入學期教育部核定得招收陸生之系所為限。

Article 8 A Mainland Chinese student may only apply for transfer to any department approved by the Ministry of Education for admission of Mainland Chinese students in the transfer semester.

第九條 教育法令或招生簡章規定入學後不得轉系所者，從其規定。

Article 9 Where any educational law or the admission prospectus provides that no student may transfer to another department after admission, such provisions shall prevail.

第十條 學士班或研究所學生於同系所轉組(學籍正式分組)或轉學位學程者，比照本辦法各項規定辦理。

Article 10 Any bachelor's or graduate student transferring to another sub-department of the same department (the student's status will indicate the sub-department he/she is assigned to) or to a degree program shall be subject to the relevant requirements under these Regulations.

**第十一條** 教學單位增設調整如為現有教學單位轉型，原教學單位在籍學生可選擇在原教學單位繼續肄業，亦可選擇轉至新設教學單位相銜接之年級肄業，並於新設教學單位成立學期之開學前經新設教學單位會議審查通過，專案簽請教務長核定。其學士班申請條件、轉入名額及申請時程不受本辦法第二、四條規定之限制。  
前項不受第七條次數規定之限制，亦不計入轉系所次數。

**Article 11** If an academic unit is newly established or adjusted due to the transformation of an existing academic unit, students currently enrolled in the original academic unit may choose to continue their studies in the original academic unit or transfer to the corresponding grade level of the newly established academic unit. Such transfer shall be reviewed and approved by the new academic unit meeting before the start of the semester in which the new academic unit is established and then submitted to the Dean of Academic Affairs for sign-off on a case-by-case basis. In this case, the application qualifications, transfer quota, and application schedule for the bachelor's program shall not be subject to the restrictions set out in Articles 2 and 4 of these Regulations.  
The case mentioned in the preceding paragraph shall not be subject to the restriction on the number of transfers as stipulated in Article 7 hereof and shall not be counted towards the number of transfers to other departments/institutes.

**第十二條** 本辦法經教務會議通過後公布實施，修正時亦同。

Article 12 **These** Regulations and any amendment thereto shall be published and implemented after approved by an academic affairs meeting.

本要點有中英文兩個版本，在有疑義的情況下以中文版為準。

These Regulations are adopted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.