

National Chengchi University Undergraduate Student Department Transfer Rules

March 09, 1977	Amended in the 420th Administrative Meeting
February 28, 1996	Amended in the 537th University Administration Meeting
October 09, 2002	Articles 1, 7, and 8 amended and approved in the 579th University Administration Meeting
December 10, 2003	Article 1 amended and approved in the 587th University Administration Meeting
December 03, 2008	Article 7 amended and approved in the 617th University Administration Meeting
December 31, 2014	Articles 3, 4, 5, 6, 7, 8, and 9 amended and approved in the 656th University Administration Meeting
December 19, 2016	Articles 3 approved by the 2 nd Academic Affairs Meeting, fall semester, Academic Year 2016
December 28, 2016	Promulgated via official letter Cheng Chiao Tzu No. 105003828
February 17, 2020	Articles 1, 4, 5, 6, 7, and 9 amended and approved by the Extraordinary Academic Affairs Meeting, spring semester, Academic Year 2019
June 17, 2020	Referenced by Ministry of Education via official letter Tai Jiao Kao (II) Zih No. 1090075903
July 09, 2020	Promulgated via official letter Cheng Chiao Tzu No. 109001783
June 03, 2024	Article 9 amended and Article 10 added were approved by the 2 nd Academic Affairs Meeting, spring semester, Academic Year 2023
July 08, 2024	Promulgated via official letter Cheng Chiao Tzu No. 1130021899

- Article 1 These rules have been established in accordance with the *University Act* and NCCU University Regulations.
- Article 2 All undergraduate students seeking to transfer departments within NCCU shall comply with this rule.
- Article 3 Each department may accept transfer students up to 20% of their newly allocated admission quota but may not exceed the original quota set for first-year students for the current academic year.
Transfer applications from the Mainland China Student Admissions Committee are limited to the Mainland Chinese student enrollment quota of the destination department (program) of the new academic year.
- Article 4 Each department may set its own criteria for accepting transfer students; these criteria shall be submitted to the Office of Academic Affairs and announced on a collective basis. Each department may base the criteria on academic performance or excellence in other areas or not set any qualifications and requirements at all.
- Article 5 Undergraduate students who have completed the credits of one academic year or more may apply for department transfer; the academic year the student is transferred into shall be determined by the respective department.
Lower division transfer students must complete credits and mandatory subjects as required by the academic year requirement (for the academic year the student wishes to transfer into). The maximum limit of period of study shall be recalculated based on the academic year of the destination department.
Every student may make one department transfer only. A transfer applicant may select up to two departments on an application. The result will be decided by the department(s). Program transfers within the same department shall proceed according to the transfer policies.
- Article 6 Allowances can be made at the verification of the school's counseling unit and the approval of the chair of the current department and the chair of the destination department for the following students who are unable to continue studies in the current department due to misaligned interests or any other reasons:
1. International students.
 2. Overseas Chinese students.

3. Hong Kong and Macao students.

4. Students with disability booklets or those issued by the Entrance Exam for Disabled Students Committee.

Article 7 All department (program) transfer applications must be submitted within the specified deadline. Those made by underage students cannot be submitted without the consent of the student's parent/guardian. Applicants must obtain consent of the current department before applying to the destination department. Once the destination department chair has agreed to the transfer, the Office of Academic Affairs will approve the final list of successful transfers based on the students' choices and submit it to the President for approval and announcement.

Department transfers may not be modified or withdrawn once they have been announced. Department transfer approval qualifications are cancelled for students who have applied for suspension of studies during the semester of department transfer.

Article 8 Undergraduate students who have been admitted into NCCU via transfers or referral programs prior to the 2010 academic year may not apply for department transfers unless specially approved in an Academic Affairs Meeting.

Students admitted under the outlying-island admissions quota may not apply for department transfers and shall be handled in accordance with "Regulations for Recommendation for Admission of Outlying Island Students to Senior High Schools and Above".

Article 9 The transfer procedures following the establishment or adjustment of academic units are as follows:

1. In cases where academic units are consolidated or recruitment is halted, if a new or added academic unit with a closely related field of specialization is established, applications for transferring all enrolled students to this new unit may be submitted after reaching a consensus with the students through written communication or meetings. With the agreement of the respective unit and the principal's approval, students will continue their studies in the corresponding grade level.

2. If an academic unit establishes new groups within a program, in accordance with the preceding provision, a special application may be submitted for the President's approval to transfer all currently enrolled students who were not grouped into the corresponding grade level of the new grouped program

3. Applications for transfer to new academic units or newly established groups should be finalized one semester before the academic year in which the new unit or group is officially sanctioned by the Ministry of Education.

Once the original academic unit has completed the procedure for transferring the registration of enrolled students to another department (or group) as stated, students who were pursuing double majors or minors at that unit will also have their records for these programs adjusted accordingly.

The transfer process in the first item is not subject to the transfer quota specified in Article 3, Section 1, and this transfer does not count as one of the transfers allowed under Article 5, Section 3.

Article 10 The Rules shall be passed by the Academic Affairs Meeting and then promulgated and implemented. Any amendments shall be processed accordingly.