

# National Taiwan Normal University

## Program Transfer Policy

April 16, 2008 - Amendments to Articles 1, 1-1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, and 13 passed during the 2007 3rd Academic Affairs meeting

December 7, 2011 - Amendments to Articles 3, 4, 6, 7, 8, 9, and 10 passed during the 2011 2nd Academic Affairs meeting  
Acknowledged by the Ministry of Education in its Letter No. Tai-Gao-2-1010011412 dated February 2, 2012

**Article 1** This policy has been established in accordance with the institution's General Academic Rules.

**Article 2** The term "program transfer" in this policy includes undergraduate program changes within the same academic department (graduate institute) and changes of degree.

**Article 3** Daytime students may, after one year of study, apply for program transfer if the enrolled program is deemed unsuitable. However, program transfer is unavailable to students who have suspended their studies or in situations where laws have prohibited otherwise.

Undergraduate students who apply for program transfer before the start of the 2nd year may enroll into the 2nd year of courses of other programs. Students who apply for program transfer before the start of the 3rd year may enroll into the 3rd year of courses of similar programs or the 2nd year of courses of different programs. Students who apply for program transfer before the start of the 4th year due to special reasons may enroll into the 3rd year of a similar course, a minor, or a double-major program.

The year in which an undergraduate student transfers to a new program and studies a lesser-year course is not included in the student's total years of study. Graduate students may not extend their years of study in the event of program transfer.

**Article 4** All program transfer requests must be raised to the Office of Academic Affairs within the specified timeframe according to the published methods and procedures. A list containing program transfer candidates accepted by various departments and graduate institutes must be submitted to the Office of Academic Affairs within the specified timeframe, and published once approved by the Dean of Academic Affairs.

**Article 5** Every student is entitled to make one program transfer only.

**Article 6** Each department (graduate institute) may establish its own selection criteria for accepting program transfers; a copy of such criteria needs to be sent to the Office of Academic Affairs for future reference. This acceptance or selection criteria must not take into consideration the student's average grade or ranking from the previous program. Students who apply for program transfer are required to seek prior approval from the chairs (directors) of both the existing and the new program.

**Article 7** Once a transfer has been made, the number of transfer students in the

enrolled year of study must not exceed 20% of the admission quota approved by the Ministry of Education for that year.

Article 8 Students who are currently receiving trainee teacher subsidies will no longer be entitled to the subsidy once the program transfer is approved. In addition, the student is also required to return all subsidies previously received.

Article 9 This policy was passed during an Academic Affairs meeting and acknowledged by the Ministry of Education before implementation. The same applies to all subsequent amendments.