

亞洲大學學士班學生轉系(組)、學位學程作業細節

Details of department transfer and degree program assignments for Asia University bachelor's degree students

- 90.12.11 第3次教務會議通過訂定
90.12.11 The third academic meeting passed the formulation
- 91.04.30 招生委員會會議通過修正
91.04.30 Admissions Committee meeting approved amendments
- 92.11.26 教務會議通過修正
92.11.26 The Academic Affairs Meeting adopted the amendment
- 95.05.19 94學年度第2學期第2次教務會議通過新增2、4、7、8點，修正法規名稱、1、3、5、6、9點次變更，刪除原第3、5、7、8、9、11、13、14條條文
95.05.19 The 2nd academic affairs meeting of the 2nd semester of the 1994 academic year passed the addition of points 2, 4, 7, and 8, revised the name of regulations, changes to points 1, 3, 5, 6, and 9, and deleted the original points 3, 5, Articles 7, 8, 9, 11, 13, and 14
- 95.06.02 亞洲秘字第9502621號函公布
95.06.02 Asia Secret Letter No. 9502621 published
- 105.01.06 104學年度第1學期第1次教務會議通過修訂第2、5點條文
105.01.06 The 1st academic affairs meeting of the 1st semester of the 104th academic year passed the revision of points 2 and 5.
- 105.01.27 亞洲秘字第1050001055號函發布
105.01.27 Asia Secret Letter No. 1050001055 is released
- 109.12.16 109學年度第1學期第1次教務會議通過修訂法規名稱、第1-6點條文
109.12.16 The 1st Academic Affairs Meeting of the 1st semester of the 109th academic year passed the revision of the name of the regulations and provisions 1-6.
- 109.01.11 亞洲秘字第1100000410號函發布
109.01.11 Asia Secret Letter No. 1100000410 is released

1、本作業細節依據本校學則三十七條、第三十八條及第三十九條訂定之。

1. The details of this assignment are stipulated in accordance with Articles 37, 38, and 39 of the school's academic regulations.

2、學生轉系(組)、學位學程前應慎重考慮，並先行瞭解擬轉入學系(組)、學位學程之課程與性向，並得洽請曼陀師或雙方主管予以輔導。

轉系申請以一系為限，一經錄取公告，即註銷原就讀學系之學籍。

有關由教育部核定名額總量外之招生管道入學學生，依所屬學年度教育部核定情形予以辦理。

2. Students should carefully consider before transferring to a department or degree program, and first understand the courses and aptitudes of the department

or degree program to which they intend to transfer, and may contact the tutor or supervisors of both parties for guidance.

Applications for department transfer are limited to one department. Once the admission is announced, the student status of the original department will be canceled.

Students admitted through enrollment channels other than the total number of places approved by the Ministry of Education will be processed according to the circumstances approved by the Ministry of Education in the corresponding academic year.

3、學生申請轉系(組)、學位學程年級，其申請轉出轉入兩系(組)、學位學程性質相近者，以同年級平轉為原則；轉出轉入兩系(組)、學位學程性質不相同者，得准予降低年級轉系(組)、學位學程，但學士班學生轉入各學系(組)、學位學程三年級者，以轉入後在規定修業期限內（不包括延長修業期限），依據學期限修學分規定，可修滿應修畢業學分者為限。

系(組)、學位學程性質是否相近由轉入系(組)、學位學程主管決定之。

降低年級轉系(組)、學位學程者，其在兩系(組)、學位學程重複修習之學年不列入轉入系(組)、學位學程之最高修業期限併計。

3. If students apply to transfer departments or degree program grades, and they apply to transfer out to two departments or degree programs of similar nature, the principle is to transfer in the same grade; for transfers out to two departments, and degree programs with different natures, may be allowed to lower the grade and transfer to a department or degree program. However, if a bachelor's degree student transfers to the third year of each department or degree program, he or she will be transferred to the third year of the degree program after transfer. During the period of study (excluding an extended period of study), only those who can complete the required graduation credits according to the credit regulations of the semester are limited.

Whether the department and degree program are similar in nature shall be determined by the supervisor of the transferred department and degree program. For those who transfer to a department or a degree program by lowering their grade, the years in which they studied repeatedly in the two departments or degree programs will not be included in the maximum study period of the transferred department or degree program.

4、本校各學系(組)、學位學程之修讀學士學位學程學生若有下列情形之一者，不得申請轉系(組)、學位學程：

1. 修業未滿一學期者。
2. 四年級肄業生。
3. 延修生。
4. 不同學制班別學生不得互轉。

4. Students pursuing bachelor's degree programs in various departments and degree programs of our school are not allowed to apply for transfer to departments or degree programs if they have any of the following circumstances:

- 1) Those who have studied for less than one semester.
- 2) A fourth-year dropout.
- 3) Extension students.
- 4) Students from different academic classes are not allowed to transfer to each other.

- 5、學生申請轉系(組)、學位學程應填具「亞洲大學學生轉系(組)、學位學程申請表」，經家長或監護人簽章認可並檢附歷年成績單及轉入學系(組)、學位學程要求之資料，送請原肄業系(組)、學位學程與擬轉入系(組)、學位學程雙方主管審核同意後，轉送教務處「註冊與課務組」複審後，於次學期註冊前列冊公告，但擬轉入系(組)、學位學程主管同意前，亦得舉辦公開甄選考試。

5. Students applying to transfer departments or degree programs should fill in the "Asia University Student Transfer Department or Degree Program Application Form", which must be signed and approved by parents or guardians and attached with transcripts from previous years and the department to which they are transferred. Degree program requirements, please submit the information to the department where you originally studied, the degree program and the department to be transferred to, and the supervisors of the degree program to be transferred to for review and approval, and then forward it to the "Registration and Course Affairs Group" of the Academic Affairs Office After the review, an announcement will be made before registration for the next semester. However, a public selection examination may also be held before the department to which the student is to be transferred and the supervisor of the degree program agrees.

- 6、各系(組)、學位學程得依其特性及需要訂定轉系(組)、學位學程之申請條件，以作為審查之依據，並將申請條件送教務處備查。

Each department and degree program may set application conditions for

transferring departments and degree programs based on its characteristics and needs as a basis for review, and submit the application conditions to the Academic Affairs Office for reference.

7、經核准轉系(組)、學位學程學生，其修業期限依轉入系(組)、學位學程之規定，並須修畢轉入系(組)、學位學程規定之畢業科目與學分，惟轉系(組)、學位學程前已修習及格之科目學分，得依本校學生抵免學分之相關規定申請採認或抵免。

7. For students who have been approved to transfer to a department or degree program, their study period shall be in accordance with the regulations of the transferred department or degree program, and they must complete the graduation subjects specified by the transferred department or degree program. With credits, only the credits of subjects that have been passed before transferring to a department or degree program can be applied for recognition or exemption in accordance with the relevant provisions of the school's student credit exemption.

8、本作業細節如有未盡事宜，依相關法令規定辦理。

8. If there are any unfinished matters in the details of this operation, they will be handled in accordance with relevant laws and regulations.

9、本作業細節經教務會議通過陳報校長核准後發布施行，修正時亦同。

9. The details of this assignment will be released and implemented after being approved by the academic affairs meeting and reported to the principal. The same applies to revisions.