

亞洲大學研究生轉系（所）辦法

Procedures for transferring graduate students to departments (institutes) at Asia University

107.07.18 106學年度第11次行政會議通過訂定

107.07.18 The 11th administrative meeting of the 106 school year passed the regulations

107.08.08 亞洲秘字第1070010918號函發布

107.08.08 Asia Secret Letter No. 1070010918 is released

107年08月10日臺教高(二)字第1070129133號函條條文備查

The provisions of the letter No. 1070129133 from Taiwan Education High School (II) dated August 10, 2018 are for future reference.

108.01.23 107學年度第6次行政會議修正後通過修正法規名稱、第1、2、3、6、7、8條條文

108.01.23 The 6th administrative meeting of the 107th school year passed the amendment to the name of the regulations, Articles 1, 2, 3, 6, 7 and 8.

108.02.15 亞洲秘字第1080001746號函發布

108.02.15 Asia Secret Letter No. 1080001746 is released

108年03月13日臺教高(二)字第1080036498號函條條文備查

The provisions of the letter No. 1080036498 from Taiwan Education High School (II) dated March 13, 2018 are for future reference.

第一條 本校為規範研究生申請轉讀研究所，特依據本校「學則」第37、38、39條之授權，訂定「亞洲大學研究生轉系（所）辦法」（下稱本辦法）。

Article 1 In order to regulate the application of graduate students to transfer to graduate schools, our school has specially formulated the "Asia University Graduate Student Transfer Regulations" (hereinafter referred to as these Regulations) in accordance with the authorization of Articles 37, 38, and 39 of the "Academic Regulations" of this university.

第二條 本校研究生因特殊原因，得申請轉系、所、組或學位學程（下稱轉系（所）），經原就讀系（所）主管及擬轉入系（所）主管同意後，自次學期起轉系（所）修讀；轉系（所）僅以一次為限。

Article 2 If there are special reasons, graduate students of our school may apply to transfer to a department, institute, group or degree program (hereinafter referred to as transferring to a department (institute), with the consent of the supervisor of the original department (institute) and the supervisor of the department (institute) to which he plans to transfer. , transfer to the department (institute) starting from the next

semester; the transfer to the department (institute) is limited to one time only.

第三條 申請條件：

- 一、修讀一學期以上。
- 二、符合各研究所自訂之申請條件。

惟如有下列情形之一者，不受理申請：

- 一、修業未滿一學期者。
- 二、休學期間學生。
- 三、不同學制班別學生不得互轉。

Article 3 Application requirements:

1. Applicants must have completed at least one semester of study
2. Applicants must meet the specific application requirements set by each graduate institute.

Applications will not be accepted if any of the following circumstances apply:

1. Students who have not completed one semester of study.
2. Students who are on a leave of absence during the application period.
3. Students from different educational programs or class types that are not eligible for mutual transfers

第四條 申請手續：

- 一、請於本校公告期限內，填具「研究生轉系（所）申請表」，並檢附歷年成績單及相關備審資料。
- 二、各研究所應依自訂之轉所規定，審查各申請案；審查結果經系（所）主管、院長同意，由教務處彙陳請校長核定後公佈。

Article 4 Application procedures:

1. Within the designated period as announced by the university, applicants must complete the "Graduate Student Department/Program Transfer Application Form" and submit it along with their academic transcripts from the previous year and other relevant application materials
2. Each graduate institute shall review the applications in accordance

with their specific transfer regulations. Once the review results have been approved by the department or program supervisor and the dean, they will be compiled by the Office of Academic Affairs and submitted for final approval by the university president before being publicly announced.

第五條 各系（所）得依領域特性及需要，訂定轉系（所）甄選標準或規定，據以審核轉系（所）申請；前述甄選標準或規定，應包括：申請資格、招收名額、應繳資料、審查方式及審查委員會之組成等，經系、院務會議審議通過後，送教務處備參。

Article 5 Each department or graduate institute may establish selection criteria or regulations for department/program transfers based on the characteristics and needs of their respective fields. These selection criteria or regulations should include qualifications for application, the number of available slots, required documentation, evaluation methods, and the composition of the selection committee. After these selection criteria or regulations have been reviewed and approved by the department or institute's faculty or administrative meetings, they shall be submitted to the Office of Academic Affairs for reference.

第六條 陸生轉系（所），應在教育部當學年度核定招收陸生之系所範圍內。未經核定招收陸生之系所，若擬招收在臺陸生轉系所，應洽「兩岸教育交流中心」依規定期間，專案報部核定後辦理。

Article 6 For mainland Chinese students (students from mainland China) seeking to transfer to a different department or graduate institute, the transfer must be within the scope of departments or programs approved by the Ministry of Education for admitting mainland Chinese students for the current academic year. Departments or programs that have not been approved for admitting mainland Chinese students but wish to admit mainland Chinese transfer students should contact the "Cross-Strait Education Exchange Center" and follow the specified procedures to apply for approval from the relevant government authorities within the required timeframe.

第七條 轉入名額：

一、各研究生辦理轉系（所）後，各年級具學籍(不含外加名額)之學生總數不得超過當學年度教育部核定之招生名額。

二、陸生轉系（所）名額，可在當學年度教育部核定各學制班別招收陸生總名額及系組範圍內自行流用。

Article 7 Transfer quota:

1. After each graduate student transfers to a department (institution), the total number of students with enrolled status in each grade (excluding additional quotas) shall not exceed the enrollment quota approved by the Ministry of Education for the current academic year.

2. Quotas for mainland Chinese students transferring to different departments or graduate institutes may be allocated within the total enrollment quota for mainland Chinese students approved by the Ministry of Education for each educational program and within the scope of departments or programs as determined.

第八條 經核准轉系（所）學生，已在原系（所）修習及格之課程學分，得於核准轉入之當學期開學前，依本校「學生辦理抵免學分要點」辦理抵免，並須符合轉入系(所)、組、學位學程之畢業條件，始可畢業。

Article 8 Students who have been approved for a department/program transfer and have successfully completed credits for courses taken in their original department or program may apply for credit transfer before the start of the semester in which they are approved for transfer. They must adhere to the university's "Credit Transfer Guidelines for Students" and meet the graduation requirements of the new department/program, group, or degree program in order to be eligible for graduation

第九條 本辦法其他未盡事宜，悉依教育部與本校相關規定辦理。

Article 9 Any other matters not covered by these regulations shall be handled in accordance with relevant provisions set forth by the Ministry of Education and the university.

第十條 本辦法經行政會議通過，陳請校長發布實施，並報教育部備查，修正時亦同。

Article 10: These regulations, once approved by the administrative council, shall be submitted to the university president for issuance and shall be reported to the Ministry of Education for reference. Any amendments to these regulations shall follow the same process.