

# National Taiwan Normal University Department (Graduate Institute) Transfer Regulations

Passed on April 16, 2008 at the third meeting of the Academic Affairs Council of the 2007 academic year  
Passed on December 7, 2011 at the second meeting of the Academic Affairs Council of the 2011 academic year  
Acknowledged by the Ministry of Education in Letter Tai-Gao-Er No. 1010011412 dated February 2, 2012  
Passed on October 30, 2019 at the first meeting of the Academic Affairs Council of the 2019 academic year  
Acknowledged by the Ministry of Education in Letter Tai-Gao-Er No. 1080181579 dated December 31, 2019

**Article 1** These regulations have been formulated in accordance with the provisions of the *NTNU School Regulations*.

**Article 2** Department (graduate institute) transfers as referred to in these Regulations include transfers from one division to another in the same department and transfers to degree programs.

**Article 3** If full-time students, after studying at NTNU for one academic year, feel that their department (graduate institute) does not meet their academic or personal interests, they may transfer to another department (graduate institute) in accordance with the provisions of these Regulations. However, students who have suspended their schooling or are legally prevented from transferring to another department (graduate institute), shall not be able to transfer.

Undergraduate students who apply before the beginning of their second academic year may transfer to other departments, divisions, and degree programs as a second year student; undergraduate students who apply before the beginning of their third academic year may transfer to other departments, divisions, and degree programs as a second or third year student; undergraduate students who apply before the beginning of their fourth academic year may transfer to other departments, divisions, and degree programs as a third or fourth year student.

For students who transfer to a lower grade when transferring to another department, division or degree program, the repeated grade will not be counted towards the maximum number of years they have to graduate.

Graduate students' maximum length of study shall not be extended following a transfer.

**Article 4** Students applying for transfer to another department (graduate institute) shall do so within the time period detailed in the university calendar. They shall apply to the Office of Academic Affairs in a manner and sequence that accords with the announced regulations.

Each department (graduate institute) shall send a list of accepted academic transfers within the prescribed period of time to the Office of Academic Affairs for handling and review. Once the list has been approved by the Dean of Academic Affairs, the names shall be publicly announced.

Following their transfer, students who need to apply to transfer back to their original department (graduate institute) shall be required to first receive the approval of the relevant department (graduate institute) and Dean of Academic Affairs; they will not be restricted by the provisions listed in Article 5 of these Regulations.

**Article 5** Students are limited one transfer.

**Article 6** Departments (graduate institutes) may prescribe additional conditions or selection provisions for academic transfers which shall be sent to the Office of Academic Affairs for reference. However, these additional conditions or selection provisions for academic transfers may not use a student's rank or GPA in his/her original department (graduate institute) as criteria.

Students who intend to transfer departments (graduate institutes) shall first seek the permission of the directors of the current and intended departments (graduate institutes) before starting the application process.

**Article 7** The number of students transferring to a department in an academic year shall not exceed 20% of the Ministry of Education's prescribed enrollment quota for the relevant department and academic year.

**Article 8** Students who receive state funding in teacher training programs shall lose access to this funding when applying for transfer and shall be required to repay all funding received to date in one lump sum.

**Article 9** These Regulations shall be implemented following their approval at a meeting of the Academic Affairs Council, with a copy send to the Ministry of Education for their records. The same shall apply to any revisions of these Regulations.