

## 國立虎尾科技大學學生轉系申請要點

88 年 3 月 9 日教務會議通過

89 年 1 月 4 日教務會議通過

92 年 7 月 30 日教務會議通過

94 年 12 月 6 日教務會議修訂通過

107 年 3 月 27 日教務會議修訂通過

108 年 1 月 3 日 107 學年度第 2 次教務會議修正通過

108 年 6 月 12 日 107 學年度第 4 次教務會議修正通過

108 年 12 月 24 日 108 學年度第 2 次教務會議修正通過

111 年 3 月 22 日 110 學年度第 3 次教務會議修正通過

112 年 6 月 26 日 111 學年度第 4 次教務會議修正通過

112 年 12 月 26 日 112 學年度第 2 次教務會議修正通過

114 年 6 月 16 日 113 學年度第 4 次教務會議修正通過

一、本要點依據教育部有關規定及本校學則訂定。

二、學生如認為所就讀系別與其志趣不合時，得申請轉系。

三、本要點所稱之轉系含學位學程及轉組、科。

四、學生申請轉系應符合下列規定：

### (一) 大學部四年制、專科部五年制

#### 1. 上學期辦理：

(1). 一年級申請者，得轉各系一年級下學期。

(2). 二年級申請者，得轉各系二年級下學期。

#### 2. 下學期辦理：

(1). 二年級開始前申請者，得轉各系二年級肄業。

(2). 三年級開始前申請者，可轉入性質相近系別三年級或性質不同系別二年級肄業。

(3). 有特殊原因於四年級開始前申請者，可轉入性質相近學系或輔系三年級肄業。

### (二) 大學部二年制

#### 1. 上學期辦理：

一年級申請者，得轉各系一年級下學期。

#### 2. 下學期辦理：

二年級開始前申請者，得轉各系二年級肄業。

### (三) 碩博士班

1. 轉系申請以一次為限。

2. 須繳交轉系審查相關資料。前述資料審查規範由各系、學位學程自訂，並將轉系規定明列於修業規定中。

五、學生有下列情形之一者，不得轉系：

(一) 不同學制間不得相互轉系。

(二) 在休學期間者。

(三) 依其他法令或招生簡章規定不得申請轉系者。

六、大學部、專科部各系、科轉入學生年級之名額，以不超過該系原核定新生名額加二成為度，飛機工程系航空維修學士學位學程每屆學生總數以 28 位為限。

碩博士班研究生轉系之名額，以該學年度原核定新生名額加一成為上限，計算至個位數，小數點無條件進位。

七、申請轉系之學生，須先經原系之同意，方能申請。

八、欲申請轉系之學生，應於本校公告規定時間內填具申請書表，送請轉出系系主任及原屬學院院長簽注意見後，親送教學業務組彙整。逾期末辦理轉系申請者，不論任何理由均不得補行辦理。

九、填表時祇限填一個志願，即不得同時申請轉入兩系，且一經填妥志願送交教務處教學業

務組後，即不得再行更改。

十、教學業務組將學生轉系申請書表彙整，簽送各系，受理學生轉入之系別於接受轉系申請書表後，應進行審核或考試。

十一、轉系申請經轉入系召開相關資格審查會議後，送交教學業務組彙整並簽請教務長核定。轉系核准之學生名單由教學業務組統一公告。

十二、經核准轉系學生，不得申請變更或撤銷。

十三、經核准轉系學生應辦理學分抵免，凡轉入年級前本系應修科目已在原系修習及格，經轉入系審查通過後經系主任核准承認者，可抵免免修，但仍須在規定年限內修足轉入系別規定之科目及學分數，方准畢業。

十四、碩士班先修生於轉系後，則不適用碩士學位課程先修要點中先修生學分數抵免之規定。碩博士班研究生轉系後，於轉系前已抵免之科目學分須重新辦理抵免，並於符合轉入系其修業規定與畢業條件後，方得申請畢業。

十五、各系應就轉系學生所修學程及課業進行管制與輔導。

十六、本要點未盡事宜悉依本校學則及有關章則之規定辦理。

十七、本要點經教務會議通過，並經核定後實施，修正時亦同。

# National Formosa University Guidelines for Department Transfer Application

March 9, 1999 : granted a pass by Council of Academic Affairs  
January 4, 2000 : Amended and granted a pass by Council of Academic Affairs  
July 30, 2003 : Amended and granted a pass by Council of Academic Affairs  
December 6, 2005 : Amended and granted a pass by Council of Academic Affairs  
March 27 2018 : Amended and granted a pass by Council of Academic Affairs  
January 3, 2019 : Amended and granted a pass in the 2nd Provisional Council of Academic Affairs of Academic Year 2018  
June 12, 2019 : Amended and granted a pass in the 4rd Provisional Council of Academic Affairs of Academic Year 2018  
December 24, 2019 : Amended and granted a pass in the 2nd Provisional Council of Academic Affairs of Academic Year 2019  
March 22, 2022 : Amended and granted a pass in the 3rd Provisional Council of Academic Affairs of Academic Year 2021  
June 26, 2023 : Amended and granted a pass in the 4rd Provisional Council of Academic Affairs of Academic Year 2022  
December 26, 2023 : Amended and granted a pass in the 2nd Provisional Council of Academic Affairs of Academic Year 2023  
June 16, 2025 : Amended and granted a pass in the 4rd Provisional Council of Academic Affairs of Academic Year 2024

- Article 1 These guidelines are formulated in accordance with the regulations of the Ministry of Education and the academic rules of National Formosa University (hereinafter referred to as “the School” ).
- Article 2 If a student believes that the department he is studying does not match his or her interests, he or she may apply for department transfer.
- Article 3 The department transfer in these Guidelines includes transfer of degree programs, groups and departments.
- Article 4 Students applying for department transfer should meet the following requirements:
1. Four-year undergraduate program and five-year junior college program
    - (1) First semester applicant
      - a. First-year students who apply may transfer to the second semester of the first year of another department.
      - b. Second-year students may transfer to the second semester of another department.
    - (2) Second semester applicant
      - a. Applicants who apply before the start of the first semester of second school year may transfer to another department in the second-year.
      - b. Applicants who apply before the start of the third school year can transfer to the third year of another department with similar nature or the second year of different departments.
      - c. Applicants who apply before the start of the fourth year for special reasons can transfer to another department of similar nature or the third year of an auxiliary department.
  2. Two-year undergraduate program
    - (1) First semester applicant  
First-year applicant may transfer to another department in the second semester of the first year.
    - (2) Second semester applicant  
Applicants who apply before the start of the second school year may transfer to the second year of another department.
  3. Master's and doctoral programs
    - (1) The transfer application is limited to one time.
    - (2) Relevant materials for transfer review must be submitted. The aforementioned data review regulations are determined by the staff of each department or degree program, and the transfer regulations are clearly listed in the study regulations.
- Article 5 Students who have any of the following circumstances are not allowed to transfer to another department:
- (1) Students with different educational systems are not allowed to transfer departments to each other.
  - (2) Students who are suspension from school.
  - (3) Students who are not allowed to apply for department transfer in accordance with other laws and regulations or enrollment brochures.
- Article 6 Number of students transferring to another department in bachelor's degree system and diploma system shall not exceed the original approved number of freshmen in the department plus 20%.

The total number of students in each class of the Bachelor of Aviation Maintenance program in the Department of Aircraft Engineering shall be limited to 28.

Number of students transferring to another department in master's and doctoral degree system shall be calculated to single digits based on the original approved number of freshmen in the academic year plus 10%, and decimal places will be rounded unconditionally.

- Article 7 Students applying for transfer must obtain the consent of the original department before applying.
- Article 8 Students who want to apply for a transfer should fill out the application form within the time specified by the school's announcement, send it to the head of the original department and the dean of the original college for signature, and then send it to the academic administration section in person. Those who fail to apply for transfer within the time limit shall not be allowed to apply for any reason.
- Article 9 When filling out the form, only one department application is required, that is, it is not allowed to apply for transfer to two departments at the same time. Once the application is sent to the academic administration section, no further changes may be made.
- Article 10 The staff of academic administration section will compile the application forms for student transfer and refer it to each department, and the department that accepts the transfer of students shall review or examine it after accepting the transfer application form.
- Article 11 After the transfer application is held by the transfer department and the relevant qualification review meeting is held, it will be submitted to the academic administration section for compilation and signed by the Dean of the office of academic affairs for approval. Notice of approved student department transfers will be announced by the academic administration section.
- Article 12 Students who have been approved to transfer departments shall not apply for change or revocation.
- Article 13 The students who have been approved for transfer should apply for credit waiver. The credits of subjects which have passed in original department and are approved to credit waiver by the transferred department chairman can be waived.  
The students must complete the courses and credits specified by the transferred department before they graduate.
- Article 14 After master program transferring, the provisions of the credit waiver for preparatory students in the master's degree program are not applicable. After master's and doctoral graduate students transfer to another department, the credits of courses that have been waived before the transfer must be re-waived, and they can apply for graduation only after meeting the study requirements and graduation requirements of the transferred department.
- Article 15 Each department shall control and guide the courses and coursework taken by transfer students.
- Article 16 All matters not covered in these guidelines shall be handled in accordance with the school's academic rules and relevant rules.
- Article 17 These Guidelines shall be approved by the provisional council of academic affairs and implemented after approval, and the same shall apply when amended.