

國立中山大學研究生轉系所作業規定

Guidelines on Handling Graduate Students' Application for Transfer to a Different Institute

96.10.05 第 113 次教務會議通過

Approved at the 113th Academic Affairs Council meeting on October 5, 2007

101.06.11 第 132 次教務會議修正通過

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106.10.13 第 153 次教務會議修正通過

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113.10.15 第 181 次教務會議修正通過

Amended and approved at the 181th Academic Affairs Council meeting on October 15, 2024

- 一、 本作業規定依據本校學則訂定之。
 - I. These guidelines are formulated in accordance with the *Academic Regulations*.
- 二、 本校研究生得於修業滿一學期後轉入不同系所（休學不計入年限），每學期確定申請及核定時間，依照本校行事曆規定。
 - II. Graduate students after studying for one semester (excluding the number of years in suspension) shall be eligible to transfer to a different institute. The timetable of transfer application and approval listed in the University calendar shall be followed.
- 三、 研究生申請轉系所，須填具申請單經所屬系所同意後送教務處初審，再連同有助轉系所之相關審查資料送擬轉入系所審核；研究生轉系所之審核須經轉入系所之系務會議或系所招生相關之委員會議審核，審核結果連同會議紀錄送教務處，經教務長核定後公告。
 - III. Graduate students applying for transfer shall submit a completed application form with the approval from their affiliated institute to the Office of Academic Affairs (OAA) for an initial review. After the initial review, the application with other materials conducive to their transfer shall be forwarded to the council meeting or enrollment committee of their intended institute for further review. The review result and the meeting minutes shall then be sent to the OAA for transfer announcement after approval from the vice president for Academic Affairs.
- 四、 研究生轉系所後，不得因此要求延長修業年限，且須完成轉入系所規定之畢業條件，方得畢業。
 - IV. Graduate students shall not extend their study period after the transfer and shall fulfill the graduation requirements stipulated by their new institute.

- 五、 受各種入學方式之規定有轉系所限制者，依其規定辦理。
- V. Graduate students with restrictions on applying for institute transfer due to their admission channels shall be handled with the relevant regulations.
- 六、 研究生轉學位學程者，比照本規定辦理。
- VI. Graduate student's application for transfer to a degree program shall be handled in accordance with the regulations herein.
- 七、 本作業規定如有未盡事宜，悉依本校學則及有關規章辦理。
- VII. Matters not covered herein shall be handled in accordance with the *Academic Regulations* and relevant regulations.
- 八、 本作業規定 經本校教務會議通過，經校長核定後公告實施，修正時亦同。
- VIII. These guidelines are approved by the Academic Affairs Council and the President before implementation. Amendments to these guidelines shall follow the same procedure.