

國立中山大學學士班招收全英分班（組）學系學生系內轉換 班（組）別要點

Guidelines on Class (Division) Transfer of Undergraduate EMI Programs within Departments

111.3.15 本校第171次教務會議通過

Approved at the 171st Academic Affairs Council meeting on March 15, 2022

112.10.17 本校第177次教務會議修正通過

Amended and approved at the 156th Academic Affairs Council meeting on October 17, 2023

- 一、 為使本校招收全英分班（組）學系之學生申請轉換班（組）別有所依循，特比照本校學生轉系辦法訂定本要點。
 - I. These guidelines are formulated based on *Regulations for Department Transfer of Undergraduates* for handling class (division) transfer of undergraduate EMI programs within departments.
- 二、 各學系學士班有招收全英分班（組）者，其學生在校修業滿一學年，得申請轉班（組）。
 - II. Undergraduate students studying the EMI programs shall be eligible to apply for class (division) transfer within their departments after completing one academic year.
- 三、 於第二學年開始前申請者，得轉入二年級肄業；於第三學年開始前申請者，得轉入三年級或經審查同意進入二年級肄業。因特殊原因於第四學年始申請者，依其已修科目與學分，得轉入適當年級肄業，但至少應在轉入班（組）修業一年。
 - III. Students who apply before the beginning of their second year may transfer to a new class (division) as a sophomore; those who apply before the beginning of their third year may transfer as a junior or otherwise as a sophomore with approval after review; those who apply before the beginning of their fourth year due to special reasons may transfer to an appropriate study grade, based on their completed courses and credits, but they are required to study for at least one full academic year in their new class (division).
- 四、 轉班（組）學生須完成轉入班（組）規定之畢業條件，方可畢業。降級轉班（組）者，其應修學分數及必修科目，應依轉入年級學生入學學年度必修科目表之規定；其在重複修習之年限，不列入轉班（組）之最高修業年限併計。
 - IV. Transferred students to their new class (division) shall fulfill the requirements stipulated by the new class (division) for graduation. The course and credit requirements for those transferring to a lower study grade shall follow the “Table of Mandatory Courses” of the new class (division) in the study grade. The extra years spending on the same study

grade shall be excluded from the maximum number of years of studies stipulated by the new class (division).

五、 學生受各種入學方式之規定限制不得轉班（組）者，不得轉班（組），惟情況特殊經系務會議通過，經教務長核定者，不在此限。

V. Students admitted under the restriction of no class (division) transfer shall not apply. However, cases with special conditions approved by the Academic Affairs Council and the vice President for Academic Affairs shall be exempt from the restriction.

六、 轉班（組）申請流程及規範：

VI. The procedure and regulations for class (division) transfer shall be handled as below:

(一) 申請及核定時間，依照本校教務處公告時間規定辦理。

(1) The timetable of application and approval shall be handled in accordance with a stipulated period announced by the Office of Academic Affairs.

(二) 學生申請轉班（組），須填具申請單，未滿十八歲者申請單須經家長或監護人簽章同意，連同成績單送所屬學系，經導師、系主任簽署及系務會議或系招生相關之委員會會議審議通過送教務處簽經教務長核定後，由學系公告。

(2) Students applying for class (division) transfer shall submit a completed application form and their academic transcript to their affiliated department. Students under the age of 18 shall have their application form signed by their parents or legal guardians. After being approved by their mentor and the chair of their affiliated department, the application shall be submitted to the department council meeting or the committee meeting related to department enrollment for deliberation, and then to the Office of Academic Affairs for approval. The department shall announce the result of the class (division) transfer after the approval from the vice president for Academic Affairs.

(三) 申請轉班（組）者，前一學年之平均成績應達全班（組）之前 50%。擬轉入全英班（組）者，其EMI課程應達修習學分之 30%以上，學系得另訂更高之標準。

(3) Students whose average grade of the previous academic year is within the top 50% of their class (division) shall be eligible for transfer. Students shall complete 30% credits of required EMI courses before applying for the transfer into the EMI program; individual departments may establish a higher criterion for the transfer.

(四) 因特殊原因經系務會議或系招生相關之委員會議審議通過經教務長簽核同意者，得專案轉班（組）。

(4) Students with special reasons may transfer to a new class (division) after receiving an approval from their department council meeting or the committee meeting related to the department enrollment and the vice president for Academic Affairs.

(五) 學生申請轉班（組）於申請期限截止後，不得請求撤銷或變更。依相關規定不得轉班（組）之學生，事後發現轉班（組）者撤銷其轉班（組）資格。

(5) After the deadline of class (division) transfer, any requests for withdrawing or altering the application shall not be accepted. A transfer shall be cancelled for students not allowed to do so per relevant regulations.

(六) 轉班（組）名單經公告後，經核准轉班（組）學生，非經相關院系及教務長核准者，不得請求回原班（組）肄業。申請回原班（組）肄業，應於轉入學期行事曆規定加退選開始前辦理。

(6) Requests for transferring back to the original class (division) shall not be accepted without the approval from their affiliated department and the vice president for Academic Affairs once the list of approved transfer is announced. Applications for transferring back to the original class (division) shall be submitted before the beginning of the add/drop period of the intended semester of transfer in accordance with the University calendar.

七、 依班（組）身分訂有獎勵條件者，轉班（組）後依其轉入班（組）身分規定調整。

VII. Rewards linked to the student's affiliation shall be given according to the regulations of the new class (division).

八、 本辦法如有未盡事宜，悉依本校學則及有關規章規定辦理。

VIII. Matters not covered herein shall be handled in accordance with the *Academic Regulations* and relevant regulations.

九、 本辦法經本校教務會議通過，經校長核定後公告實施，修正時亦同。

IX. These guidelines are approved by the Academic Affairs Council and the President before implementation. Amendments to these guidelines shall follow the same procedure.