

臺北醫學大學研究生申請轉系所學位學程辦法

Taipei Medical University Regulation for Graduate Major Transfer Procedures

101年6月8日教育部臺高(二)字第1010062241號函同意備查
Amended by document No.1010062241 Ministry of Education TAI GAO ER EIH on June 8th, 2012

第一條 臺北醫學大學(以下簡稱本校)為辦理研究生申請轉系所學位學程事宜，依大學法及本校學則，訂定本辦法。

Article 1. These regulations are to govern graduate major transfer application procedures in accordance with university laws and study regulations.

第二條 凡本校研究生修業滿一學期(含)以上，因個人志趣與現就讀系所學位學程不合，得於每學期規定時間內(一月及七月)，填具「研究生轉系所學位學程申請表」，並檢附歷年成績及相關審查資料，送現就讀系所學位學程同意及擬轉入系所學位學程審查。

Article 2. TMU graduate students who have completed one or more semesters of coursework can may propose to leave their current program by submitting the Graduate Major Transfer Application Form by the deadlines in January and July. Transfer applicants should submit transcripts and relevant documents to their current and intended majors for review and approval.

第三條 欲招收轉入生之系所學位學程須依本辦法訂定「研究生申請轉系所學位學程實施要點」，內含轉入名額、轉入資格、應繳文件、甄審方式及甄審委員組成等，經系所學位學程、院務會議通過，提經教務會議核定後實施。

Article 3. Departments should set up a Graduate Major Transfer Program Implementation Outline according to these procedures, including the number of students sought, minimum qualifications,

documents to be submitted, the evaluation process and the evaluators' roles. These outlines will be implemented after department committee and academic conference approval.

第 四 條 各系所學位學程轉入名額以不超過該系所當學年度核定名額百分之二十為限，名額不足一名者，以一名計。

Article 4. Each department's incoming transfer students should not exceed 20% of that year's accepted students. When there is less than one transfer spot available, it should be counted as one spot.

第 五 條 各系所學位學程核准轉入之名單，應於轉入當學期開學前送教務處彙整，陳教務長及校長核定後公佈。

Article 5. A list of accepted transfer students should be sent to Dean of Office of Academic Affairs and the President for approval and official announcement.

第 六 條 凡經核准轉系所學位學程學生，修滿一學期課程者得平行轉入，修滿一學年以上課程者，以轉入二年級為原則，並須達已轉入系所學位學程之畢業條件，始可畢業。

Article 6. Accepted transfer students who have completed one semester of coursework would continue their academic status as freshmen students; transfer students who have completed a full year or more of coursework would come in as sophomores and must meet all graduation requirements.

第 七 條 轉入新系所學位學程學生，其在原系所學位學程已修習及格科目學分是否列計為畢業學分，由轉入系所學位學程審查認定。學分認定應於核准轉入當學期開學前辦理完成。

Article 7. Whether academic credits earned in the former degree program count toward graduation is decided by the student's new department. Such credit transfers should be completed before the first transfer semester begins.

第八條 研究生於同系所學位學程內申請轉組(學籍分組)者，得依本辦法各項規定辦理。

Article 8. Graduate students applying for transfer of academic focus within the same major should also follow this model.

第九條 其他未盡事宜，悉依教育部與本校相關規定辦理。

Article 9. All the issues not stated in this document shall be resolved according to the Ministry of Education and relevant school rules.

第十條 本辦法經校務會議通過後公告施行，並報教育部備查；修正時，亦同。

Article 10. These procedures have been ratified by the university council and reported to the Ministry of Education for future review. The same process will apply to revisions.

***The Chinese version of the Guidelines shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.**