Kaohsiung Medical University
Guidelines for Transfer of Department

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Article 1
Kaohsiung Medical University’s Guidelines for Transfer of Department have been established pursuant to the Student Study Regulations of Kaohsiung Medical University. (simply referred to as “KMU” hereafter)

Article 2
Students apply for transfer of department should refer to the Guidelines and the rules and regulations established by Ministry of Education.

Article 3
KMU comprises Transfer Examination Committee (simply referred to as the “Committees”) to deal with the relative affairs of transfer examination. This committee comprises Dean of Academic Affairs, Dean of General Affairs, Deans from all colleges, and the chairperson of relative Departments. Dean of Academic Affairs holds the post of chairperson; Dean of General Affairs, the Vice chairperson. Chief in Divisions of Admission and Enrollment should hold the post to approve the list of transferring students, the Applications and Standards of decision.

The conference will be held and counted as valid when 1/2 of the committees attend the meeting and the decision should be agreed upon with more than half of the attendants.

Article 4
Applicants should apply before the deadlines and shall receive no reply for any reason of deferral.
Article 5
Students undertaking undergraduate program who intend to apply for transfer of department shall study more than one academic year in the primary department, and start application before the start of school day of the second academic year. Applicant apply for transfer of department before the second academic year, shall be qualified to transfer to the junior year of the affiliated department or to sophomore of unrelated department. For causes of specified reasons, before the start of school days, applicants could apply for transfer of department to the senior year of relative department or recognition of incompletion of junior year. Transfer of department is limited to one time and applicants should meet the requirement of transferred department before they are granted with degrees. Transfer to different tracks in the same department shall apply to the Guideline.

Upon approval of transfer, the credit exemption of required and elective courses shall be included in the calculation of credit number.

Applicants transfer to lower school year shall not be restricted with the rule stipulating the lengths of schooling for undergraduates.

Applicants from Areas of China shall not apply for transfer to lower school year during their study in Taiwan and applications of transfer are restricted to the departments approved by Ministry of Education in the durations from registration to the year of transfer.

Article 6
Applicants with the following conditions are not eligible for transfer:
1) Having studied less than one academic year
2) Receiving approval of transfer
3) Having lengthened schooling
4) Under a temporary suspension of study
5) Having studied in two-year part-time, in-service courses of master’s programs

Article 7
Regulations with regard to the numbers of limits of all undergraduates transferring to undergraduate programs:
1) The number released for transfer should correspond with vacancy of the number of enrollment and dropouts and the number is exempt from retention of enrollment, temporary suspension and extra number of enrollment. The total of transfer added to the number of total student shall not surpass the approved number issued by the academic year.
2) The number for transfer should correspond with the vacancy of enrollment and dropouts, not inclusive of the number of retainment of enrollment, suspension and extra number of enrollment. The total of transfer added to the number of total student shall not surpass the approved number issued by the academic year.
3) Transferring students from China should be restricted to the approved division and departments and should be confined in limited number of approved Chinese students in approved divisions.

Article 8
All departments shall set terms for transfer of undergraduate programs in accordance with this Guidelines and be approved by Department Conference and College Conference. Henceforth, the passed guideline shall be enforced under approval of Academic Conference.

Article 9
Applicants shall prepare Transfer Application with guardian or parent’s signature, along with one copy of transcript certificate and other required documents for inspection and apply for transfer to Academic Office.

Article 10
Applicants shall make no more than two wish list for application of transfer and application should not be retrieved.

Article 11
In case that two applicants reached the approved benchmark of transfer, the admission would follow the procedures of enrolling the one with higher marks. In case of two applicants having the same points, both can be admitted. For those who has one criterion with zero, in spite of reaching the benchmark, shall not be admitted.

Article 12
After the Evaluations and examination, chairperson holds the committees of transfer to decide the benchmark, number of admission and enrollment. The announcement will be made upon approval of KMU.
Article 13 The approved transferring students are not eligible to return to primary departments.

Article 14 Transferring students are required to make up required courses and credits, which will be assisted by specific faculty.

Article 15 This Guideline is passed by Academic Conference and MOE is notified of this guideline. The amendment also applies to this Guideline.