

## **Taipei National University of the Arts Regulations for Inter-Department (Institute) Transfer**

Amended by the 3<sup>rd</sup> Academic Affairs Meeting of the 1<sup>st</sup> Semester of Academic Year 1999 (December 23, 1999)

Approved by the 2<sup>nd</sup> University Affairs Meeting of the 1<sup>st</sup> Semester of Academic Year 1999 (January 11, 2000)

Approved by the 1<sup>st</sup> University Affairs Meeting of the 2<sup>nd</sup> Semester of Academic Year 2009 (April 13, 2010)

Ratified by Ministry of Education Letter Tai Gao (2) Zi No. 099084275, dated May 19, 2010

Approved by the 2<sup>nd</sup> University Affairs Meeting of the 2<sup>nd</sup> Semester of Academic Year 2011 (June 5, 2012)

Ratified by Ministry of Education Letter Tai Gao (2) Zi No. 1010119264, dated June 29, 2012

- Article 1 The Regulations are based on the fifth subparagraph of Article 38 of the TNUA Statutes.
- Article 2 All inter-department (institute) transfers are governed by the Regulations, unless otherwise stated by the country's education laws and regulations.
- Article 3 Students who find that the departments (institutes) they are studying in do not meet their interests or career plans, or who have other major reasons, may apply to transfer to other departments (institutes). Graduation requirements shall follow the regulations of the departments (institutes) they have transferred to.
- Article 4 Undergraduate students who have completed their first-year study may transfer to other departments to continue their second-year study. Those who have completed two years of study will have to repeat the second year after the transfer. However, those who are delaying their graduation may not apply for transfer. The extra year arising from the repeat will not be taken into consideration in the calculation of the time limit allowed by the departments they have transferred to. Transfer of graduate students in Master's degree programs shall be governed by respective regulations of related departments (institutes).
- Article 5 Students in the pre-university preparatory programs shall not transfer to other departments. After entering the undergraduate level, they fall under the same regulations governing all other undergraduate students.
- Article 6 Departments (institutes) that accept transfer students must observe the enrollment quota. The limit is an addition of a maximum of 10 percent of the original quota for new students for the departments (institutes).
- Article 7 Undergraduate transfer applications must be submitted by May 1 every year. Any applications failing to meet the deadline shall be rejected. Master's degree program applications must be

submitted by the end of each semester in accordance with the regulations of the departments (institutes).

Article 8 Transfer applications must be submitted to the Registration Section of the Office of Academic Affairs within the designated period. Undergraduate student transfer applicants must obtain approval from their parents or guardians. The applicants must obtain approval from the authorities of their own departments (institutes) and of the ones they intend to transfer to. After obtaining the approval, they need to take designated exams. Once the transfer is complete, the students shall not alter or withdraw their applications.

Individual departments (institutes) shall set their own examinations and criteria, and send them to the Office of Academic Affairs, which will then announce them.

Article 9 Students may transfer only once. Any student whose transfer has been approved may not ask to transfer to another department (institute), or return to his or her original department (institute).

Article 10 The Regulations shall be implemented after approval by the University Affairs Meeting, and reported to the Ministry of Education for reference. The same procedure shall apply for future revisions.