

Wenzao Ursuline University of Languages Graduate Institute/Department/Degree Program Transfer Guidelines for Four-Year College and Five-Year Junior College Students

Approved at the Academic Affairs Meeting on December 11, 2002
Approved at the Academic Affairs Meeting on January 8, 2008
Ratified by the President on January 14, 2008
Approved at the Academic Affairs Meeting on December 18, 2012
Ratified by the President on March 4, 2013
Approved at the Academic Affairs Meeting on July 29, 2013
Ratified by the President for Change of Document Title in concert with the University's Name Change
on August 30, 2013
Approved at the Academic Affairs Meeting on December 29, 2015
Ratified by the President on February 2, 2016
Approved at the Academic Affairs Meeting on December 26, 2017
Ratified by the President on January 16, 2018
Amended at the Academic Affairs Committee meeting on May 28, 2019
Ratified by the University President on June 21, 2019

- I. Wenzao Ursuline University of Languages (hereinafter referred to as “the University”) has enacted the (Graduate Institute/Department/Degree Program) Transfer Rules for the 4-Year College and 5-Year Junior College Programs (hereinafter referred to as “the Rules”) according to the University Act and the Academic Policies of the University to clearly stipulate internal transfer affairs (graduate institute/department/degree program).
- II. Transfer application (graduate institute/department/degree program) and approval shall be made one semester in advance. The actual date will be specified by the Registration Section, Office of Academic Affairs (or the Academic Affairs Section, Division of Continuing Education).
- III. The following students of the University are eligible to apply for transfer (graduate institute/department/degree program):
 1. The first-year students of the 4-year College Program shall complete one year of study in order to apply for transfer. The second/third-year students of the 4-year College Program may directly apply for transfer to another department (including transfer to, or from, a program in the Day Division /Division of Continuing Education).
 2. Students studying in the 5-year Junior College Program shall complete one year of study in order to apply for transfer. The second/third-year students of the 5-year Junior College Program may directly apply for transfer to another department.
 3. The first-year students of the 2-year College Program shall complete one year of study in order to apply for transfer to another department.
 4. A graduate student who completes one semester of study and has special circumstances may apply for transferring to another graduate institute (Transferring to, or from, any Master’s program/in-service Master’s program is allowed).
- IV. Students should apply for **graduate institute/department/degree program** transfer according to the following procedure:

1. Fill out a **graduate institute/department/degree program** transfer application form at the Registration Section of the Office of Academic Affairs (or the Academic Affairs Section of the Division of Continuing Education) one semester before transfer according to the dates announced by the two sections. One student can only submit one application, and no withdrawal or change of the priority list can be made after the application deadline.
2. Students under 20 years old who wish to apply for **graduate institute/department/degree program** transfer must present their parents' or guardians' consent and signature.
3. **An applicant shall submit the (department/graduate institute/degree program unit) transfer application in person to the department (graduate institute/degree program unit) out of which he/she transfers, and ask for the head's approval with signature.**
4. The application form and necessary documents (required by the responsible graduate institute/department/degree program unit) shall be submitted to the Registration Section (or the Academic Affairs Section, Division of Continuing Education) by the deadline to ask for approval of Student Transfer (Graduate Institute/Department/Degree Program) Review Committee.
- V. **Graduate institute/department/degree program** may stipulate their standards for student transfer, hold examinations for their applicants independently, and present the grades to the Registration Section of the Office of Academic Affairs (or the Academic Affairs Section of the Division of Continuing Education) for the approval of the Student Transfer Review Committee.
- VI. The approved number of transfer students for each **graduate institute/department/degree program** should not exceed the originally approved enrollment quota.
- VII. The number of students transferring (**department/degree program**) in a department of the **4-year College or 5-year Junior College Program** shall not exceed the originally approved number of new students for the department (**degree program unit**). **Each department (graduate institute/degree program unit) shall consider the balance between teaching resources and the number of students, as well as students' learning rights and the right to education, to determine the number of transferring graduate students. The number of transferring students shall not exceed the originally approved number of new graduate students.**
- VIII. The admission quota for mainland Chinese students shall be limited to that approved by the Ministry of Education for each college, department, or program during the period from admission to transfer application.
- IX. The list of approved applicants for **graduate institute/department/degree program** transfer shall be announced by the Office of Academic Affairs (or the Division of Continuing Education) after the approval of the Student Transfer Review Committee.
- X. All students are limited to one **graduate institute/department/degree program** transfer application; those who have been approved shall not apply for a change or withdrawal.

- XI. Students who have been approved for graduate institute/department/degree program transfer must complete the graduation requirements of the graduate institute/department/degree program to which they transfer before they can graduate. For students who apply to transfer to a lower year of study in another graduate institute/department/degree program, the repeated year of study shall be excluded from the maximum duration of study specified by the graduate institute/department/degree program to which the students transfer.
- XII. Graduate institute/department/degree program transfer students shall waive or transfer their course credits according to the University's related rules and regulations.
- XIII. Students of each graduate institute/department/degree program who are in any of the following circumstances should not apply for a graduate institute/department/degree program transfer:
1. Graduating students and students who are under suspension.
 2. Overseas Chinese students, students whose parents are assigned to Taiwan for work and foreign students who have already obtained transfer (graduate institute/department/degree program) approval since the first academic year.
 3. Students whose channels of admission stipulate prohibition of graduate institute/department/degree program transfer in the admission policies or handbooks.
 4. Transfer students who are in their first semester at the University.
 5. Overseas students are not allowed to apply for transferring to the 4-year College Program, 2-year programs of the Division of Continuing Education, and in-service Master's programs.
- XIV. The Guidelines become effective after being approved at the Academic Affairs Meeting and ratified by the President. Amendments must follow the same procedure.